

Christ Church CoE Primary School

Non-Collection of Children Statement

1. Purpose and scope

This statement sets out the procedures to follow when a pupil is not collected at the end of the school day, wraparound provision, an after-school club, an off-site event or an EYFS session. The safety and wellbeing of the child is the school's paramount concern.

This statement applies to all pupils, including Nursery and Reception, and to all staff, volunteers, club leaders and adults responsible for releasing pupils into the care of parents/carers or authorised adults.

2. Principles

- Children will never be left unattended.
- Children will only be released to parents/carers or authorised adults named by parents/carers.
- Staff will not allow a child to leave with an adult if there are safeguarding concerns, including intoxication, distress, aggression or an unauthorised change to arrangements.
- Staff will not take a child home or transport a child unless the Transport in Own Cars and Minibus Policy and safeguarding procedures have been followed.
- All actions and contacts will be recorded.

3. Parent/carer responsibilities

- Collect children on time.
- Notify the school office in advance of any change to collection arrangements.
- Provide at least two emergency contacts wherever possible and keep contact details up to date.
- Ensure the school knows who may and may not collect the child.
- For EYFS children, follow the setting's signing-out, password and authorised-collector arrangements.

4. Procedure when a child is not collected

- The staff member responsible for dismissal or the club/session leader will check whether there has been a misunderstanding or known change to arrangements.
- The child will be taken to a safe, supervised place, normally the school office, classroom, club base or another designated area.
- The school office or responsible staff member will attempt to contact parents/carers using the school's contact records. At least two methods should be attempted where possible, such as phone call and text/email.
- If parents/carers cannot be reached, emergency contacts will be tried in priority order.
- A record will be kept of the times, numbers used, messages left and outcomes of each contact attempt.
- The child will be reassured, kept calm and supervised. Water and a snack may be provided if appropriate and in line with allergies/medical information.

- If the child remains uncollected after 30 minutes, or sooner if there are concerns, the DSL or deputy DSL will be informed and a safeguarding risk assessment completed.
- The DSL/deputy DSL will continue efforts to contact parents/carers and emergency contacts and will consider the child's age, vulnerability, known family circumstances and any existing safeguarding information.
- If the child remains uncollected after approximately one hour, or earlier if there is a concern about welfare or safety, the DSL/deputy DSL will contact Nottinghamshire Children's Services/MASH for advice. The police will be contacted if there is immediate risk or no safe adult can be identified.
- All actions will be recorded on the school's safeguarding system and the Headteacher will be informed.

5. EYFS-specific requirements

- Parents/carers of EYFS children will be informed of the procedure to be followed if a child is not collected at the appointed time.
- Nursery and Reception children will remain with EYFS staff or another appropriate member of staff until handed over safely.
- EYFS ratios and supervision arrangements for remaining children must continue to be met.
- If an unauthorised adult arrives, or if the adult appears unsuitable to collect, staff must not release the child and must seek advice from the Headteacher/DSL.
- Any safeguarding concern arising from non-collection will be recorded and followed up in line with the Safeguarding and Child Protection Policy.

6. Late collection from clubs, visits and events

For after-school clubs, visits or sporting events, the member of staff in charge must carry emergency contact details and follow this policy if a parent/carer does not arrive. If the event is off site, staff must remain with the child until safe collection arrangements are confirmed. Staff should contact the school-based emergency contact and DSL where needed.

7. Repeated late collection

Where late collection is repeated, the school will meet with parents/carers to agree a plan. Persistent or concerning non-collection may be treated as a safeguarding concern and referred to the DSL. Charges for wraparound care or late collection may apply only where separately agreed in published provision terms.

8. Records and confidentiality

Records of non-collection will be held securely and shared only with staff and agencies who need the information for safeguarding, welfare or legal reasons.

9. Related policies

Safeguarding and Child Protection Policy
EYFS Policy
Attendance Policy
Educational Visits Policy
Transport in Own Cars and Minibus Policy
Data Protection Policy

Source review used to implement this statement

This Christ Church statement has been prepared from current statutory guidance:

- EYFS statutory framework for group and school-based providers: requirement to make information available about procedures for parent/carer failure to collect a child at the appointed time.