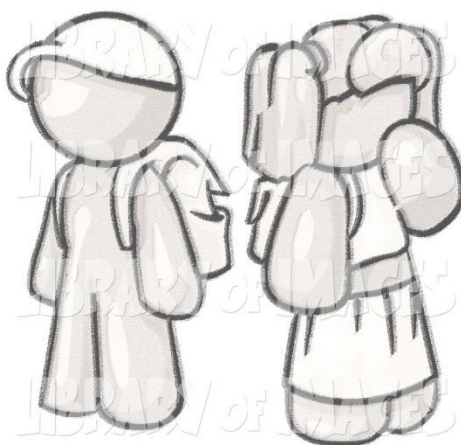


St Anne's Catholic Primary School



The non-collection of children policy



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Reviewed: September 2025

The non-collection of children policy

Mission Statement

This is St Anne's Catholic Primary School's policy for The Non-Collection of Children and is set within the context of the whole school aims and Mission Statement:

"We love, we learn and we grow together."

'Our school is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to act without delay to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment. The school seeks to work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.'

Statement of policy

In the event that an authorised adult at the end of a school day/ session does not collect a child, the school puts into practice agreed procedures. These ensure an experienced and qualified practitioner who is known to the child cares for the child safely with minimum upset.

Aim

In the event that an authorised adult does not collect a child, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedures

1. Parents of children starting at the school are asked to provide specific information which is recorded on our Registration Form, including:

- home address and telephone number;
- place of work, address and telephone number (if applicable);
- mobile telephone number (if applicable);
- names and telephone numbers of adults who are authorised by the parents to collect their child from school, for example a childminder or grandparent;
- information about any person who does not have legal access to the child.

Emergency contact details- It is the parent/carers responsibility to ensure that school has the correct up to date information

2. On occasions when parents or the persons normally authorised to collect the child are not able to collect the child and another adult attends school, if we have not received any information from the parent's/carers school will not release the child until a phone call will be made and we agree with parents the name or identification of the person who will collect the child.

3. Parents are informed that if they are not able to collect the child as planned they must inform us so that we can begin to take back-up procedures. They can telephone or email the school office, who will inform the class teacher.

4. If a child is not collected at the end of the session/day, we follow the following procedures:

- the year group/class teacher's daily notes/ records are checked for any information about changes to the normal collection routines.
- club registers are checked to establish if a child is expected in a club.
- if no information is available, parents/carers are contacted at home or at work;
- if this is unsuccessful, the adults who are authorised by the parents to collect their child from school - and whose telephone numbers are recorded on the Registration Form are contacted;
- all reasonable attempts are made to contact the parents/carers;

- the child stays at school in the care of school staff until the child is safely collected;
- the child does not leave the premises with anyone other than those named, unless school has been informed by the parent;
- if staff are available a home visit may be made.
- if no one collects the child after an hour or the premises are closing, or staff are no longer available to care for the child, we apply the procedures set out in our Child Protection Policy. We contact our local authority social services department (0151-233 3700.) a full written Safeguarding report of the incident is recorded;

5. The school discourages younger children entering or going home alone, without adult supervision with the exception of Year 5 and 6. If a child is permitted by a parent to come to school or go home without being collected by an adult, the school must have this **confirmed in writing** before it gives consent for this to occur.

A record of late pick-ups will be recorded in the school office. If there appears to be a problem with children being picked up late more than three times in a half term without prior agreement, a letter will be sent reminding families of their commitment to their child and school. Failure to improve may result in parents being invited to attend a formal meeting to discuss the issue.