



# Uncollected Child Policy

**Date established by governing body:**

Summer Term 2026

**Date for review:**

Summer Term 2027

**Author:** Lisa Robson

**Headteacher:** Lisa Robson

**Chair of governors:** Kristian Marshall

**Date:** April 2026

## Uncollected Child Policy

### **Purpose**

To ensure the safeguarding of all children, it is essential that the school has a procedure in place for the safe collection of all children at the end of a school day, and guidance for parents in the event of them being late/unable to collect their child.

### **Aims**

- To keep children safe.
- To ensure that all members of the school community are aware of the correct procedures for the end of the school day.
- To highlight the importance of maintaining clear lines of communication and up-to-date contact details.

### **Policy**

- The school expects children to be collected at the end of the school day, which is 3.15PM.
- The school gates are opened at 3.00PM. Parents are reminded to keep the area around the classroom doors clear to enable children to make a safe exit.
- Children in Nursery/ Reception and Key Stage One are let out of classroom doors at 3.15PM and handed over to their parent/carer. Parents/carers are expected to wait outside the classroom to collect their child.
- Children in Key Stage Two are let out of class at 3.15PM. Parents/carers are expected to wait for their child in the playground area, outside their child's classroom.
- Children in Year 4, 5 and 6 may walk home on their own if written parental permission has been given to the school office either on paper or via email.
- If the person expected to collect the child is not there, the child will be kept in the classroom. Any child not collected within 15 minutes will be taken to our school after-school club and should be collected from there.
- Please refer to Guidance for Parents within this policy for the procedure beyond this point.

### Guidance for parents/carers in the event of a parent/carer not arriving to collect the child at the end of the school day.

- As a parent/carer, it is your responsibility to ensure that your child is collected on time at the end of the school day.
- Please ensure that the school has up-to-date telephone numbers to contact you in an emergency.

- If you are unexpectedly delayed and are unable to collect or will be late collecting your child from school, please contact the school immediately by telephone.
- If you arrange for another adult to collect your child, you must let the school know the details of that person.

If a parent/carer does not arrive to collect their child at the end of the school day and the school has not been made aware of alternative arrangements, school will take the following steps:

Up to 15 minutes late:

1. Ensure child is supervised.
2. Call parent/ emergency contact to establish why the child has not been collected.
3. If no response, then inform member of the SLT.
4. If response, then inform what arrangements have been made for the child to be collected.

Up to 30 minutes late:

1. Child to be taken to school after school club.
2. Make a second call to parent/ emergency contact to establish why the child has not been collected.
3. If no response, inform a member of the SLT.
4. If response, then inform what arrangements have been made for the child to be collected.

Repeat every 15 minutes until:

Beyond 4.30pm:

1. Ensure the child is supervised.
2. Make a final phone call to parent/ emergency contact to establish why the child has not been collected.
3. If no response then inform a member of the SLT.
4. SLT will call ONECALL who will make arrangements for the child to be looked after until the carers can be located.

We will not allow your child to be taken home by another adult or child aged 16 years+ unless this has previously been arranged by the parent/carer and s/he has given permission.