St Helens Primary School

Non-collection of Children Policy

Reviewed by: FGB

On: July 2025

Next review due: July 2026

Chair of Governors: Matthew Searle
Signature:

ST HELENS PRIMARY SCHOOL

NON-COLLECTION OF CHILDREN POLICY

Statement of Intent

In the event that a child is not collected by an authorised adult at the end of a school day, the school puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified adult who is known to the child.

Aim

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible.

If a child remains uncollected at the end of a session, all efforts will be made to contact the parents/carers to agree on how quickly they can come and collect their child. Arrangements may also need to be made for someone else to collect their child. We will only contact people from the contact list in the order they appear. (A list of contacts is on the child's file on the admission form).

In the event of failing to contact the parents/carers we will:

- Aim to reassure the child and nominate a member of staff, preferably senior management staff, to carry out the following procedures whilst one other member of staff will stay with the child
    - Telephone all emergency contacts for the child
    - Telephone siblings (if any) school
    - If this fails, telephone Social Services for advice/collection of the child
    - A full written report of the incident is recorded; and
    - Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

We will endeavour to provide constant reassurance to the child and carry out the above procedure without the child becoming worried or aware of the situation.

The persons responsible for the implementation of this policy are all staff.