

Templefield Lower School

Late / Non-Collection of Children Procedures



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Introduction

Under Section 175 of the Education Act 2002, local authorities and schools have a duty to safeguard and promote the welfare of children. This duty should include making arrangements for dealing with children not collected at the end of the school day or at the end of a school activity which is authorised by the school.

On admission to the school, parents should provide the following information:

- Names and full addresses of parents/carers (and confirmation of parental responsibility)
- Home and work telephone numbers
- Mobile phone numbers (where appropriate)
- Emergency contact details of two people who may be called in the event of the parents/carers being unobtainable or in the case of an emergency

This information should be updated annually or whenever circumstances change. It is the parent's/carer's responsibility to ensure that the pupil is collected by a responsible person. The school must be notified immediately if it becomes apparent that the person collecting the child may be late.

The school agrees to care for a pupil who has not been collected from school, until such a time as they have been collected by a parent/carer, or until appropriate, alternative care arrangements have been made with Social Care and/or the Police, in order to maintain the child's safety.

Late Collection Procedures

- If parents/carers have not collected their child/children within fifteen minutes of the normal end of the school day, and have not contacted the school to advise of their lateness, the child will automatically be taken into after-school club and parents/carers will be charged the full afternoon rate.
- If a parent rings to say they are going to be late, they will be given an extra ten minutes in which to collect their child. If a parent still hasn't collected after this time the child will be taken to after-school club.
- Children who haven't been collected within fifteen minutes of the end of an after-school activity will also be taken to after-school club and again parents/carers will be charged the full afternoon rate.
- Staff will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the school's Child Protection and Safeguarding policy.

Non-Collection Procedures

- If a child is not collected by a parent/carer at the end of the school day or an approved school activity, the Headteacher or Designated Safeguarding Lead will be notified. Every effort will then be made to contact the parent/carer or, failing that, the emergency contacts.
- In the event of a child not being collected and no contact being made within 30 minutes of the usual collection time, the school will contact Children's Social Care on 0300 300 8585 and/or the allocated social worker to discuss the concerns and seek advice. This will allow the Social Care team to be aware of the possibility that they may need to make arrangements for the alternative care of the child. For information which may need to be passed on to the Social Care team. see Appendix 1.
- Social Care will give advice and make appropriate checks. The school will continue to try to contact the parent/carer and emergency contacts and keep Social Care updated about the situation.
- If there are any concerns about the welfare of the parent/carer, Social Care may ask the local police to visit the home address. Please note that the police cannot themselves provide a place of safety for the child/children

- If attempts to contact the parent/carer are still unsuccessful, school and Social Care will jointly take responsibility for arranging for the child/children to be transported to the Social Care team, (or other appropriate venue) who will arrange a place of safety. This is considered to be a last resort and parents/carers should do their best to ensure that this is not necessary. Social Care will notify the school of the child's placement and provide contact details as appropriate. It will be the intention to return the child to the parents/carers at the earliest opportunity.

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Appendix 1

List of information which may be required by Children's Social Care in the event of a child being referred as not having been collected

Child's details:

- Name
- Date of birth
- Address
- Gender
- Ethnicity
- Religion
- First language or communication needs
- SEN or behavioural needs
- Medical needs
- Dietary requirements
- Brief outline of the incident
- Name, role and contact details of referrer
- Parent/carer and emergency contact details:
 - Name(s)
 - Address(es)
 - Contact telephone numbers
- Any current or previous child protection concerns
- Any previous incidents of the child not being collected