



Glenthorne Community Primary School

Late Collection of Children Policy.

Statement of Intent.

In the event that a child is not collected by an authorised person* at the end of the school day the school puts into practice agreed procedures.

Aim.

In the event that a child is not collected by an authorised adult, we will ensure the situation can be resolved as quickly as possible to cause as little distress as possible to the child. We inform parents/carers of our procedures so if they are unavoidably delayed they will be aware of procedures being followed.

Methods.

Parents of children starting in the school are asked to provide specific information which is kept in our data file in the office including:

- * Home address and telephone number of parents/ carers
- * Place of work, and telephone number (if applicable)
- * Mobile telephone number (if applicable)
- * Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the school i.e. childminder, relative, neighbour.
- * Information about any person who has been denied legal access to the child.
- * Information about who has primary responsibility for the child.

If there are any changes to any of the above we ask that the school office is notified immediately.

When there is a change to the end of the day arrangements we ask that parents inform either the school office or the class teacher before the end of the day.

We inform parents that if children are not collected at the end of the day we follow the following procedures:

- * Messages are checked to see if there are any changes to the end of day arrangements.
- * Parents/ carers are contacted at home or work.
- * If this is unsuccessful other authorised adults are contacted.
- * In the meantime the child will wait under adult supervision.
- * If the child is not collected after half an hour (4pm) and no contact made with parent's/carer's they will be put into after school club and a charge made.
- * If the child has not been collected after one hour (4:30pm) and no contact has been made or arrangements agreed we will follow our Child Protection Procedures and contact the Local Social Services.

The child/ren will be taken to an agreed address for Emergency Social Care by a senior member of staff. A taxi will ALWAYS be used as transfer for the child and the senior member of staff. The cost of the taxi will be charged to the parent.

* Social Services or the Police will aim to find the parent/carer or relative and if unable to do so the child will be placed into the care of the Local Authority.

* Under no circumstances will the staff go looking for the parent or take the child home with them.

* A full report of the incident will be written and placed in the child's school file/safeguarding file.

* If the school has not made contact via the telephone, the school will deliver a letter to the child/children's home informing the parent/carer that the child has been taken to the centre (see letter appendix A).

* All unexpected late collected children (post 4:30pm) will be recorded in the "late book" and this information will be passed on to the school's Local Support Team for further investigation.

* Where a child has 3 recorded late collections in one half term a letter will be sent home to the parents or the parent will be invited to attend a meeting with a senior member of staff-listed below.

* Where there is no improvement in late collection a second letter will be sent and a referral made to the Local Support Team.

* Where children are collected more than 15 minutes late (without notification and agreement from a school staff member) from a school-run after-school club (eg: Netball, Tag Rugby etc) on 2 occasions they will automatically lose their place at that club.

This policy will apply to all children including those in the Early Years Foundation Stage within our school.

* Where a child is placed in After-School Club information about the child and contact details will be shared with the After-School Club staff.

Staff in order of Responsibility for late children.

Headteacher -	Miss R Woodall
Deputy Headteacher -	Miss Nicola Turner.
Assistant Headteacher	Mr Daniel Thompson
Assistant Headteacher	Mrs Joanne Lockett.
Senior Leadership Team	Miss Samantha Langston
Deputy DSL/ PSW	Mrs Victoria Bates

* Authorised Person = a responsible person aged 16 years or over for pupils

Please note- If older siblings are asked to collect family members, they will not be released unless this has been agreed by prior arrangement with the school and preferably, written consent from the person(s) with parental responsibility. We advise parents/carers to think carefully about this and ensure they feel fully satisfied that any persons collecting their child are appropriate for that responsibility.

This Policy was agreed by *Governors* on:

Chair of *Govs*: Mrs M Such
Date: 28/01/2026

Headteacher: Miss Rebecca Woodall
Date: 28/01/2026

This Policy will be reviewed by: Date: 28/01/2028

Appendix A

Dear Parent/carer,

Re: Name of Child/Children

As a result of your child not being collected from school today (date) and having not been able to contact you, we have now implemented the Authority's procedure for children uncollected after school hours.

Your child has now been taken to Glenthorne Activity Club where they will remain until 5.30pm. Staff at the club have been instructed to contact "Out of Hours" Duty Social Worker if you have not contacted/collected them by 5.30pm. After 5.30pm your child is likely to be accommodated by the "Out of Hours" Social Worker with emergency foster carers for the evening.

Your point of contact will be:

Telephone - 0300 111 8010

Out of Hours contact: 0845 6042886

These procedures have been implemented to safeguard and promote the welfare of your child. We hope that the circumstances that have lead to the accommodating of your child are not serious; however, I am sure you will appreciate the importance of providing for your child in these circumstances.

Would you please contact me as soon as possible to discuss this matter further.

Yours sincerely

Miss Rebecca Woodall
Headteacher