



## Late-Collection Procedure Policy

Date Adopted:	Date of last review:	To be reviewed next before/on:
March 2026	New Policy	September 2026

PADA is committed to maintaining the highest standards of safeguarding, supervision, and wellbeing for all students. This policy outlines the procedures to be followed when a student is not collected on time at the end of their class, workshop, or PADA Performing Team session. This policy should be read alongside the PADA Standards, Parents & Carers Code of Conduct, Students Code of Conduct, and the Missing Child Policy.

### Aim

We aim to ensure the safety and security of all students until they are collected, provide a clear and consistent procedure for staff, maintain safeguarding standards, and support effective communication between PADA and parents/carers.

### Expectations for Collection

Parents and carers must collect students promptly at the scheduled end time. Students under 13 must be collected directly from the entry door by a responsible adult. During hours of darkness, all students must be escorted through the car park. Students cannot wait outside unsupervised.

### Definition of Late Collection

A student is considered late when they have not been collected within 5 minutes of class ending and no communication has been received.

### Procedure When a Student Is Not Collected on Time

1. Supervision: Student remains inside with a staff member.
2. Contacting Parents/Carers: Staff call primary contacts.
3. Contacting Emergency Contacts: If no response after 10 minutes, secondary contacts are called.
4. Continued Non-Collection: After 30 minutes, escalate to Principal Teacher; police or safeguarding services may be contacted.

