



Farcet CofE Primary School

LATE COLLECTION POLICY

'Let your light shine' (Matthew 5:16)

Date Agreed: June 2025

Date for Review: June 2026

This policy, having been presented to, and agreed upon by the whole staff and Governors, will be distributed to:

- All teaching staff
- School governors

A copy of the policy will also be available in:

- The staffroom
- The school website
- The school office



Mission Statement

This protocol is based on our mission statement '*Let your light shine.*' Matthew 5:16. Our aim is that children learn as much as possible and achieve their individual potential whilst developing respect and consideration for others in a peaceful and safe Christian atmosphere. Introduction Under Section 175 of the Education Act 2002, 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 a school day, or at the end of a school activity which is authorised by the school. Farcet CofE Primary School recognises that it has a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day, or at the end of an authorised activity. The protocol will be brought to the attention of parents, in writing, when their child starts school.

Contact Details On admission of their child to the school, parents should supply:

- names and full addresses of parents/carers (and confirmation of parental responsibility)
- home and work telephone numbers
- mobile phone numbers where appropriate
- the emergency contact details of two people who may be called in the event of parents/carers being unobtainable or in the case of an emergency
- This information should be updated annually or whenever circumstances change.

Late Collection

It is the parent/carer's responsibility to ensure that the pupil is collected by a responsible person. The school must be notified immediately it becomes apparent that the person collecting the child may be late. Farcet Primary School agrees to care for a pupil who has not been collected from school, until such a time as he/she has 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.

Our procedures:

- If a child is not collected by a parent/carer after the school day or approved activity, the Headteacher or Designated Person will be notified. Every effort will then be made to contact the parent/carer, or failing that, the emergency contact.
- If parents/carers have not collected their child/children after the normal end of the school day, by 3.30pm, the child/children will **automatically** be taken into the after-school club and parents will be charged the full afternoon rate. Staff cannot provide childcare facility outside of the after school provision.



- The School's Designated Person for Child Protection/Safeguarding (DSL) 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/safeguarding procedures.

Safeguarding Policy and Procedures.

- In the case of a pupil not being collected, and no contact being made WITHIN 45 MINUTES OF THE USUAL COLLECTION TIME, the school will ring the Cambridgeshire Safeguarding Team to discuss the concerns and ask advice.
- Social Care may give advice and make appropriate checks. However, school will continue to be responsible for trying to contact the parent/carer/emergency contact and to keep Children's Social Care updated about the situation.