



GOODYERS END PRIMARY SCHOOL

Uncollected Child Policy

This document is to enable the Governing Body of the school to fulfil its statutory responsibilities under Section 175 and that the school complies with legal requirements regarding the safeguarding of children of the Education Act 2002.

Adopted by the Governing Body:

Date: Summer 2025

Date of next review: Summer 2028

The review of this policy will be as and when required in response to national requirements and in light of continuous school-based monitoring and evaluation data.

Rationale

There are always the odd occasions when a parent/carer is held up, or an emergency occurs and they are not able to collect a child on time, due to circumstances beyond their control. We are sympathetic to the circumstances that may arise and will always seek to support families and provide a safe and secure environment for an uncollected child. If possible, we would ask you to advise us that you will be late, in order that we can reassure your child.

However, when there is persistent late collection, we see an impact upon a child's emotional well-being and levels of distress. It also becomes difficult for staff to meet the full requirements of their duties and the quality of provision for the other children and they can suffer as a result.

This policy outlines the procedures we follow when a child is not collected on time.

Uncollected Children

All collections of children are guided by the general procedure in school, ie a child/children may only be collected by a recognised person, unless prior permission has been given. In KS2 (Years 3-6), parents can give permission for their children to walk home on their own but this is usually with other friends and at the end of the school day (not after after-school activities – unless specific permission has been given to the supervisor of the activity). In the event of a child being uncollected, staff will follow this procedure:

1. 10 minutes after the end of the school day (3:15 pm in Reception and Key Stage 1 and 3:20 pm in KS2) the teacher will take the child/children to the School Office.
2. Office staff will then telephone parents/carers to ascertain the reason for the delay.
3. If parents cannot be contacted then the next priority contact from the data information will be contacted.
4. If parents are due to arrive within the next 10 minutes, then the children will remain in the in the Reception area outside the office. Children will always be reassured that an adult is on the way to collect them.
5. If there is no contact within 30 minutes, at the discretion of the senior leader in charge a call to the Emergency Duty Team may be made.

Persistently Late Collections

Parents who are persistently more than 10 minutes late will be expected to meet with the Deputy Headteacher and/or the Headteacher and any difficulties discussed. We are always happy to accommodate parents and support their circumstances wherever we can. It may be that we can offer an Early Help Assessment meeting with fellow professionals who are able to offer support for families who may be experiencing difficulties.

The children's well-being is always at the heart of the decisions we make. We will not expect a child/children to wait more than 20 minutes outside the office, unless in exceptional circumstances after speaking to a parent/carer. We expect parents/carers to support our professional judgements.

Adopted by Governing Body	Summer 2025
Review date	Summer 2028