

# **Child Not Collected Policy**

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***June 2026***

*Review date: June 2027*



# Harworth Church of England Academy

## Attendance Policy

### Vision statement

**“Gain a heart of Wisdom.”** Psalm 90 v 12

Our pledge is for every member of our school family to **Amaze** with their knowledge (know more and remember more), zest for learning and kindness to themselves and others; to **Achieve** their individual full potential in a happy, caring and fully inclusive family environment based on the core values of Christianity; to **Aspire** to reach great heights as they take flight on their own journey of endless possibilities.

#### 1. Policy Statement

Harworth Church of England Academy is committed to safeguarding and promoting the welfare of all children. This includes ensuring that pupils are safely collected at the end of the school day or any school activity.

This policy reflects our Christian vision: 'Gain a heart of wisdom'.

#### 2. Scope

This policy applies to all pupils, staff and school activities including after-school provision.

#### 3. Key Principles

The welfare and safety of the child is paramount. Children will remain supervised until safely collected.

#### 4. Responsibilities

Headteacher: Overall responsibility

DSL: Leads safeguarding response

Staff: Supervise pupils and report concerns

#### 5. Preventative Measures

The school maintains up-to-date contact and emergency details and ensures parents understand collection expectations.

#### 6. Procedure

Stage 1: Child supervised and DSL informed.

Stage 2: Contact parents and emergency contacts.

Stage 3: Continue attempts and reassure child.

Stage 4: Escalate to Social Care or Police if needed.

## **7. Safeguarding**

All incidents are treated as potential safeguarding concerns in line with school policy.

## **8. Staff Conduct**

Children must only be released to authorised adults. Staff must not take children home.

## **9. Record Keeping**

All incidents will be recorded by the DSL.

## **10. Monitoring**

Repeated incidents will be reviewed and addressed.

## **11. Review**

This policy will be reviewed annually.

