



Non-collection of Children Policy

Reviewed by Governors	Spring 2023	Signed: 
Next Review date	Spring 2025	

The Non Collection of Children Policy

In the event that a child is not collected by an authorised adult at the end of the school day/wraparound session the following procedures will be followed.

Procedures

- The child will be brought to the school office.
- Staff will check if there are any messages from parents about changes to arrangements of collection of their child.
- If there is no message staff will try to contact parents on their mobile/work/home on the numbers provided on the SIMs data base/contact forms.
- If this is unsuccessful staff will try to contact the other adults on the form who are authorised to collect the child.
- On the 1st incident – pupils may be put into emergency after school club and parents will be charged an hourly rate. (Dependent on staff/pupil ratio)
- After all reasonable attempts have been made to contact the parent/carer/authorised adult and after waiting for a reasonable time or until the school office is closing then Social care will be contacted.
- Two adults will remain with the child at all times until an authorised adult collects the child.
- If a child is regularly not collected on time then a CAF Level 2 will be offered to support families in ensuring their child/ren are picked up on time.

Contact numbers for social care

02476 788555