



St. Thomas' CE Primary School

Uncollected Children Policy

Written By Paul Sanchez February 2024

Approved by Governing Body March 2024

Review Date February 2027

St. Thomas' CE Primary School has the highest regard for the safety of the children in our care from the moment they arrive to the moment that they leave.

At the end of the school day, we will ensure that all children (up to and including Year 4) are collected by a parent, carer or designated adult unless prior written permission has been given for children to walk home unaccompanied. The person collecting a child must be at least 16 years old. If school has not been notified that a child is being collected by someone other than a parent, carer or designated adult (as recorded on Sims.net) then the child will not be allowed to leave school.

Children in Years 5 & 6 (Upper Key Stage 2) are allowed to leave the school premises unaccompanied, without prior notification by the parents. Whether they are allowed to do so at the end of the school day is a private matter between the parent and the child and the school does not need to be notified of that decision.

We expect children to be collected from school at the times noted below:

- Nursery, Reception, Key Stage 1 (KS1) and Key Stage 2 (KS2) - 15.15 p.m.

If for some reason a child is not collected at the end of a school day the following procedures will be activated.

15 minutes late:

- Children will be taken to the office.
- A member of staff will access the child's contact information and will contact parents/carers or other named contacts regarding the collection of the child.
- On collection parents/carers will be:
 - o asked for an explanation of their lateness and a record will be taken;
 - o expected to sign the late collection form;
 - o reminded of the timings for the end of the school day; and
 - o reminded that if they are going to be late that they must phone and inform the school of reasons for this;

In the event of the above being unsuccessful:

- A member of staff will inform a senior leader and designated safeguarding person of the lateness of the collection of the child.
- A senior leader will continue to make contact with parents/carers and other contact numbers.

If unsuccessful the designated safeguarding person will contact the Children's Services Duty Team who will be asked to collect the child.

The child will remain in the care of the school until they are collected by the parent, carer or designated adult, or alternatively placed in the care of Children's Services.

At all times the child will be supervised by a member of staff. Children in the Early Years Foundation Stage (EYFS) will be supervised by a member of the EYFS team who will offer support and reassurance if necessary.