



Birchington CE Primary School

Late Collection Policy

LEARNING AND GROWING; SAFE IN GOD'S LOVE

Under Section 175 of the Education Act 2002, Local Authorities and 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.

This protocol is an example of arrangements which have been agreed by The Local Safeguarding Team, the Police, and Local Authority Children's Services.

Birchington CE 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. On admission of their child to the Extended Day provision, 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 the parents/carers being unobtainable or in the case of an emergency

This information should be updated annually or whenever circumstances change. This will be stored on the school's Management Information System.

It is the parent/carer 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. Birchington CE 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.

If parents/carers have not collected their child/children ten minutes after the normal end of the school day and have not rung school to advise of their lateness, the child will be taken to Extended Day and the child will be charged £6.00. If a parent rings to say they are going to be late and there is a valid reason, they will be given an extra ten minutes. Children will be taken to Extended Day for this time. If this becomes a regular occurrence, the parents will be contacted and will be charged £6.00

Children who haven't been collected within ten minutes of the end of an afterschool club will be taken to Extended Day and parents will be charged £6.00

The DSL team will keep a record of incidents where parents/carers do not collect a child from school or who are late for no explained or good reason, or where there are repeated incidents (Appendix 1).

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 Policy and Procedures.

Our procedures:

- If a child is not collected by a parent/carer after the school day or approved activity, the Head Teacher or Designated Person will be notified. Every effort will then be made to contact the parent/carer, or failing that, the emergency contact.
- If a child has not been collected 15 minutes after Extended Day has ended (5.50pm), the member of staff in charge of Extended Day will contact either the Head Teacher or Deputy Head Teacher to inform them that the child hasn't been collected. A member of the DSL team will return to school. If a parent/carer cannot be contacted, the DSL will make contact with Social Services (Front Door on 03000 411 111). The Extended Day staff will continue to try and get hold of parents/carers and emergency contacts.
- In the case of a pupil not being collected and no contact being made WITHIN ONE HOUR OF THE USUAL END OF DAY COLLECTION TIME, the school will ring the allocated Social Worker or the Front Door team (03000 411 111) to discuss the concerns and ask advice. This will allow the Social Care Team to be aware of the possibility that they may need to make arrangements for the alternative care of the child.
- Social Care will 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 Social Care updated about the situation.
- If there are any concerns about the welfare of the parent/carer, Social Care may ask the local police to visit the home address; please note that the police cannot themselves provide a place of safety for a child(ren).
- If attempts to contact a parent/carer are still unsuccessful, school and Social Care will jointly take responsibility for arranging for children to be transported to the Social Care team, (or other appropriate venue) who will arrange a place of safety. This is considered to be a last resort and parent/carers should do their best to ensure that this is not necessary. Social Care will notify the school of the child's placement and provide contact details as appropriate. It will be the intention to return the child to the parents/carers at the earliest opportunity

**Reviewed by SLT Feb 2026
To be reviewed Feb 2027**

