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Late Collection of Children Policy

Version Control			
Date Implemented	November 2026	**Next review date**	November 2027
Supersedes	April 2025	**Policy Owner**	Governing Board

Summary of policy changes:

1. Contact details
2. Inclusion of Equality Act 2010 and British Values
3. Updated named senior leader to meet following repeated lateness

Aspire Education Partnership
Late Collection of Children Policy

Equality objective

As an Aspire Education Partnership school, we promote the Equality Act 2010, to ensure equal access for all pupils to all aspects of school life. This means that pupils, staff, governors and other stakeholders will promote the fundamental British Values of democracy, the rule of law, individual liberty and the mutual respect and tolerance of those with different faiths and beliefs.

Statement of Intent

In the event that a child is not collected by an authorised person at the end of the school day, the school puts into practice agreed procedures.

(Authorised Person = a responsible person aged 16 years or over for pupils in Year Two and below).

Aim

In the event that a child is not collected by an authorised adult, we will ensure the situation can be resolved as quickly as possible to cause as little distress as possible to the child. We inform parents/carers of our procedures so if they are unavoidably delayed they will be aware of procedures being followed.

Methods

Parents of children starting in the school are asked to provide specific information which is kept on the school management information system:

- Home address and telephone number of parents/carers
- Place of work, and telephone number (if applicable)
- Mobile telephone number
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the school i.e. childminder, relative, neighbour
- Information about any person who has been denied legal access to the child
- Information about who has primary responsibility for the child

If there are any changes to any of the above, we ask that the school office is **notified immediately.**

When there is a change to the end of the day arrangements, we ask that parents inform either the school office or the class teacher.

We inform parents that if children are not collected at the end of the day, we follow the following procedures:

- Messages are checked to see if there are any changes to the end of day arrangements
- Parents/ carers are contacted at home or work
- If this is unsuccessful other authorised adults are contacted

- In the meantime, the child will wait in the medical room under adult supervision
- If the child is not collected by 4 o'clock they will be put into after school club for which parents/carers will be charged the full sessional fee for an 'on the day' booking of £17.00
- If the child has not been collected by the end of the After School Club session and no contact has been made or arrangements agreed, the Designated Safeguarding Lead (DSL) or their deputy will follow the school's safeguarding and child protection procedures and contact the appropriate Children's Social Care service for advice and support.

Staff must continue to take reasonable steps to contact the parent/carer and emergency contacts, ensure the child remains safely supervised, and record all actions taken on CPOMS. Where there is an immediate risk of harm, staff must seek urgent assistance without waiting until 4.00pm.

Redbridge Children's Social Care

- **Weekdays, 9am–5pm:** 020 8708 3885
- **Out of hours, weekends and public holidays:** 020 8708 5897
- **Website:**

Redbridge Safeguarding Children Partnership

Barking and Dagenham Children's Services

- **Weekdays, 9am–4.45pm:** 020 8227 3811
- **Out of hours, weekends and bank holidays:** 020 8594 8356
- **Website:**

London safeguarding contacts

- Social Services will aim to find the parent/carer or relative and if unable to do so the child will be placed into the care of the Local Authority
- The school will email a letter to the registered parent/carers informing them where the child has been taken.
- Under no circumstances will the staff go looking for the parent or take the child home with them
- A full report of the incident will be written and placed in the child's school file
- Staff will record the late collection incident on CPOMS, detailing the procedures followed and any relevant actions taken.

Where a child has 3 recorded late collections in one half term, a letter will be sent home to the parents reminding them of their responsibility to make the necessary collection arrangements of their child.

- Where there is no improvement in late collection a second letter will be sent
- A third letter will follow to invite parents to a meeting, at school, to discuss the matter with the Head of School
- Where children are collected more than 15 minutes late from a school-run after-school club (e.g.: Sport Club etc.) on 2 occasions they will automatically lose their place at that club

This policy will apply to all children attending our school.

Where a child is placed in After-School Club, information about the child and contact details will be shared with the After-School Club staff.

Appendix A
Late Collection of Child Incident Form
(Information to be logged on CPOMS)

Name of Child …….

Class ……. Date ……

Note an account of procedures followed in detail: