



**St James's C of E
Primary School**

Let Your Light Shine

Non-Collection of Children Policy

Ratified on: 18th June 2025

Ratified by: Lee Salton-McLaughlin

Review date: June 2027

Written by: Natalie Sefton

Vision

We believe that every child is made in the image of God; inherently valuable and unique. Jesus is the light of the world and God has placed the light of the Holy Spirit within each of us:

Let your light shine to reach your God-given potential.

Let your light shine courageously.

Let your light shine as a beacon of hope.

Let your light shine ~ be the best we can be!

Non-collection of children policy

Safeguarding Team: Mrs E Jones, Mrs L Plant, Mrs N Sefton, Mrs S Mason, Miss H Scott

Statement of intent

In the event that a child is not collected by an authorised adult within 10 minutes of the end of a session/day, the setting puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

Aim

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. **After 10 minutes**, children will be placed into afterschool wrap around care for which parents will be liable for the daily rate charge. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

In order to minimise the possibility of late collection, the school times are available in the school website and are regularly communicated with parents and carers.

Methods

Parents of children starting at the setting are asked to provide specific information which is recorded on our Registration Form, including:

- home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative;
- place of work, address and telephone number (if applicable), mobile telephone number (if applicable);
- names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent;
- information about any person who does not have legal access to the child; and who has parental responsibility for the child

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name of the person who will be collecting their child in their child's planners or contact the school through info@st-james.dudley.sch.uk or telephone. We agree with parents how to verify the identity of the person who is to collect their child.

Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up procedures. We provide parents with our contact telephone number. We also inform parents that in the event that their children are not collected from our setting by an authorised adult, children will be placed into wrap around care and we will follow our child protection procedures. The class teacher retains responsibility for the child and the procedure - this is not delegated to the wrap around.

If a child is not collected at the end of the session/day, we follow the following procedures:

- Check whether they are usually in an after school activity that night and have just forgotten to attend. (where applicable).
- Check with office staff to see whether a phone call or note has been received.
- If no information is available, parents/carers are contacted at home or work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from school - and whose telephone numbers are recorded on the Registration Form or on the central record system - are contacted.
- If ten minutes' elapse, the child is placed into wrap around care.
- All reasonable attempts are made to contact the parents or nominated carers. The child does not leave the premises with anyone other than those named on the central records system. On occasions parents may nominate an alternative adult to collect their child in time of emergency. If no one collects the child after 30 minutes and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children. These are as follows:
 - If the child is not collected and no contact is made by **30 minutes after the end of a school day**, a referral is to be made to The Front Door on 0300 555 0050.
 - The child stays at setting in the care of two fully-vetted workers until the child is safely collected either by the parents (or nominated adult in times of emergency), the Police or a social worker. Social services will aim to find the parent or relative. If they are unable to do so, the child will be admitted into the care of the local authority. Under no circumstances are staff to take the child from school.
 - A full written report of the incident is recorded in the child's file and give to Mrs Jones (DSL, safeguarding team).

Children under 16 collecting primary school-age children

Children under 16 will not be permitted to collect a child from school unless prior written consent has been given and signed by a parent/guardian.

Relationship breakdown of parents/ guardians

The school has procedures and processes in place in the event that a parent/guardian relationship has broken down. Unless there is a court order, of which the school must have a copy, or there are any identified child protection issues preventing one parent's contact with a child we are unable to deny access.

Follow-up

Once the situation has been resolved it is important to establish how and why the circumstance arose and to ascertain what the parent must do to avoid a recurrence of this situation. It will also be necessary to review the procedures used to ensure that they worked smoothly and if necessary to amend for future incidents.

Useful contact numbers

The Front Door - 0300 555 0050
West Midlands Police Communications Centre - 0845 113 5000

This policy has taken account of Dudley's safeguarding children guidance. Where necessary, the policy will be reviewed and amended to reflect any **changes**.