



ST. PETER'S CROSS KEYS C OF E ACADEMY

LATE or NON COLLECTION POLICY

St Peter's Cross Keys Primary C of E Academy

Our Vision

'Rooted in love we flourish and grow'

'Jesus said that the kingdom of God is like a little mustard seed. This seed is very tiny at first but this is just the beginning of something. When this little seed is planted it grows into a huge tree, a tree so big that birds come and sit on its branches!'

Matthew 13: 31-33

Jesus teaches us that all good things must start with small beginnings.

At St. Peter's we believe that learning continues throughout life and that we should develop the skills that enable life-long learning to take place. We believe that all children should be inspired and enthused by the challenges we present to them, and feel secure and supported so that they can try new and difficult experiences. We believe that through our teaching, we equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. Central to this is the commitment that inclusion for all children is at the heart of our vision with the belief that removing barriers to participation and learning allows everyone to benefit fully from the educational opportunities we provide.

Our Mission

As a school, we have a strong focus on supporting children to develop an understanding of themselves, and crucially, an understanding of how they operate and develop as learners. All staff have a key role to play in nurturing self-esteem to support children in developing:

- A clear sense of belonging.
- Ambition for their future.
- The attributes of Critical Thinkers, Problems Solvers, Team Players and Resilient Learners.
- The knowledge and understanding to be a champion for change in our local community and to be a positive influence in the community and for themselves.
- Their personal, moral and spiritual development within a Christian framework

Our Core Values

Community

Peace

Hope

Wisdom

Dignity

Joy

Late or Non Collection

We aim to provide a safe and caring environment at all times for every child. In the event that a child is not collected or collection is delayed, they will be reassured in order to cause as little distress as possible. We inform parents/carers of our procedures so if they are unavoidably delayed they will be aware of procedures being followed. In the event that a child is not collected by an authorised adult, we put into practice the agreed procedures.

Procedures for Late Collection

If children are not collected at the end of the day we will follow the following procedures:

- In the event that the parent/carer is running late or has made alternative collection with a friend/relative they should ring the school to advise us of those changes so that both the teacher and child are aware.
- If the child is being collected by another adult, we operate a password system to ensure safeguarding of the child.

If it appears that there have been no alternative arrangements made for the collection of a child by the parent/carer, the school staff should take the following steps:

- 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 – contact forms all have contacts for three adults for each child.
- In the meantime the child will wait under adult supervision

A record will be kept of children collected late after the end of the school day (more than 15 minutes without a reasonable explanation). If this becomes a regular occurrence, parents/carers will receive a letter and a meeting with senior staff will be arranged to see how the family can be supported.

Systems in place to prevent late or non collection

Parents of children starting in the school are asked to provide specific information which is kept in our contact file in the office including:

- Home address and telephone number of parents/ carers
- Place of work, and telephone number (if applicable)
- Mobile telephone number (if applicable)
- 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.

For younger children in Foundation and Year 1, systems are in place in the class to inform the teacher on a day to day basis of any changes

Procedures for Non Collection

- If a child has not been collected, the school will make every possible attempt to contact the parent(s)/carer(s). The child may well be able to indicate if something out of the ordinary has happened at home (e.g. parental illness or absence).
- On some occasions another parent may offer to take a child home with them. Schools should never release a child into the care of another adult without the consent of the parent(s)/ carer(s).
- Members of staff must not take, or drive, children to their home, or to the home of the child(ren).
- Initial attempts to contact parents/carers should be made when **15 minutes** have elapsed after school closing time.
- After **30 minutes** have elapsed, contact with all emergency numbers supplied by the family should be attempted.
- If no contact has been made and no one has arrived to collect the child when **one hour** after school closing time has elapsed, then the school should contact Children's Social Care on 0300 500 80 90 (Out of hours 0300 456 4546) and provide name, date of birth and address of the child; the names of the parents/carers and their contact numbers plus any other relevant information regarding the child and their family.
- The Duty Social Worker will advise what to do next until the parent(s)/carer(s) can be traced. Staff will wait with the child in school until the social worker arrives, or, in exceptional circumstances, it is agreed that the school will bring the child to the Social Care Office.
- These arrangements can also be implemented in the following circumstances:

Where a parent does not arrive to collect the child and no contact can be made because the telephone numbers (including any emergency numbers) provided by the parent/carers have been cut off or are unobtainable.

Where the person calling to collect the child is not considered an appropriate adult, eg is under age, appears intoxicated, and it has not been possible to contact the parent/carers or the emergency contact.

Once the child is in the care of Social Care, they will take the responsibility for tracing the parent(s)/carer(s).

Policy reviewed: September 2026

Next renewal: September 2027

Signed: Chair of Governors:

Date: 9/2026

Headteacher:



Date: 9/2026



