

Goathland Primary School



“Believe you can : Together we will”

Policy for Children Not Collected from School

This policy is written by Goathland School with acknowledgment that it is based on a policy written by Meadowside Primary School, Knaresborough. It has been adopted by Goathland School.

Name of Document	Child not collected from school Policy
Date	Sep 25
Author/Responsibility	Head Teacher
Date of Adoption by Governing Body	Sep 25
Method of communication	Website Paper copy in Policy File & policy file on admin computer
Date of next review	September 2026

Purpose

To ensure the safeguarding of all children, it is essential that the school has a procedure in place for the safe collection of all children at the end of a school day, and guidance for parents in the event of them being late/unable to collect their child.

Aims

- To keep children safe.
- To ensure that all members of the school community are aware of the correct procedures for the end of the school day.
- To highlight the importance of maintaining clear lines of communication and up-to-date contact details.

Policy

- The school expects children to be collected at the end of the school day, which is 3:20pm for all children, unless at after school club which is a 4.20 finish.
- All children are brought to the school door by their teacher or teaching assistant on duty for their class and handed over to the parent/carer/other adult named on the child's contact form.
- Year 6 children may walk home on their own if the class teacher has been made aware and a risk assessment has been completed with parents and child.
- If the person expected to collect the child is not there, the child will remain with the teacher or teaching assistant who is on door duty for ten minutes.
- Please refer to **Guidance for Parents** within this policy for the procedure beyond this point.

Guidance for parents/carers in the event of a parent/carer not arriving to collect their child at the end of the school day

As a parent/carer, it is your responsibility to ensure that your child is collected at the end of the school day.

Please ensure that the school has at least two up-to-date telephone numbers to contact you in an emergency.

- If you are unexpectedly delayed and are unable to collect or will be late collecting your child from school, please contact the school immediately (01947 896230)
- If you arrange for another adult to collect your child, you must let the school know the details of that person in advance.
- If you are unable to arrange for another adult to collect your child then the school will look after your child, supervised by a member of staff.
- If you or an identified adult have/ has not **arrived by 3:45pm**/ 4.45 pm for Club children, to collect your child and it is not possible to contact any of the emergency numbers to arrange collection, the school will contact the Customer Service Centre (Children's Social Care).

If a parent/carer does not arrive to collect their child at the end of the school day and the school has not been made aware of alternative arrangements, school will take the following steps:

1. The teacher will bring the child/children inside and ensure they are supervised.
2. A member of staff will check with the office whether the parent/carer has telephoned and left instructions or an estimated time of arrival.
3. If no contact has been made by the parent/carer, the office staff will attempt to contact the parent/carer and the emergency contacts by telephone.
4. Where appropriate, a member of staff will sensitively ask the child whether there is a reason that could account for their parent/carer being late.
5. Where appropriate, a member of staff will ask the child if they have any additional contact information.
6. School will continue to try and contact the parent/carer and the emergency contact/s.
7. If contact cannot be made with the parent/carer or the emergency **contact/s by 3:45pm** p.m/ 4.45 pm for club children., school will contact the Customer Service Centre (Children's Social Care).

9. In an emergency, school will contact the police.

We will not allow your child to be taken home by another adult unless this has previously been arranged by the parent/carer and s/he has given permission.

This policy is available on the school website and in hard copy from the school office on request.

Parents will be informed of the policy via the school newsletter.