

SPRINGHILL CATHOLIC PRIMARY SCHOOL

*We strive to achieve excellence in all that we do as
we follow the Gospel values of Jesus Christ.*



Together we will do our best for Jesus

PUPIL COLLECTION POLICY (INCLUDING LATE / NON COLLECTION)

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

This policy is issued by Springhill Catholic Primary School on behalf of Newman Academy Trust.

Adopted by the Governing Body: January 2026
Next Review: January 2027

Aims

This policy aims to outline the procedures that should be followed in instances where a parent is late collecting a pupil or fails to collect them.

Changes to collection arrangements

On occasions when parents or the persons authorised to collect the child are not able to do so, they should inform the class teacher at drop off, or the school office during the day, of the names of the person collecting their child. In order to ensure the message is able to be passed to the class teacher before dismissal the school must be notified by 3pm.

We will be unable to dismiss a child to another adult without this information being provided by the authorised adult. In the event we have not been notified the child will be brought to the school office by the class teacher whilst they attempt to contact the parents / carers for their consent.

Late Collection

In the event that the parent/carer is running late they should notify the school as soon as possible in order that the staff can reassure the pupil that someone is on their way and provide an estimated timescale. This is to minimise any distress to the pupil.

Children who are not collected at the normal time from the playground will be brought to the school office where they will wait for 15 minutes whilst the office attempt to contact their parents (if the school has not already been advised).

Staff will ensure that pupils who are waiting are reassured and supported.

Non-Collection

If it appears that there have been no alternative arrangements made for the collection of a child by the parent/carer (and the child does not have parental consent to walk home (children in years 5 and 6 only)), the school staff should take the following steps:

- The child will be taken to the school office and the child's name and class written on the late collection register.
- Staff will attempt to phone the parents/carers.
- Children will be kept at the office for 15 minutes (until 3.30pm) after which the school will place them in an after school club (a charge will be made for the cost of the club at the full price for one session).
- Where it has not been possible to contact the parents/carers, the emergency contacts provided will then be called in an attempt to ascertain the whereabouts of the parents.

Procedure if a child remains uncollected after 45 minutes (by 4pm)

Under the school's statutory duty to safeguard and promote the welfare of pupils, where a child remains uncollected for 45 minutes or more and the school have been unable to contact the parent the following actions will be taken:

- Child to remain under the care of the After School Club.
- Staff to notify the Designated Safeguarding Lead (DSL) or Deputy DSL who will make the decision as to whether to call the Police (101) or Children's services – This will allow the social care team to begin to plan for the possibility that they may need to make arrangements for the alternative care of the child.

Safeguarding Considerations

Frequent late collection of a child from school may give cause for wider safeguarding concerns for the child.

The school will maintain a record of incidents where parents do not collect child from school or activities and this will be monitored by the Designated Safeguarding Lead who will determine if there is a cause for concern.