

UNCOLLECTED CHILD POLICY & PROCEDURES

Policy Statement (1)

The school is committed to taking the necessary steps to safeguard and promote the welfare of its pupils and we undertake to look after safely any pupil who is not collected from school at the appointed time.

The school will make every reasonable attempt to contact the parents (or other nominated carer) but if there is no response from any of the contact or emergency numbers provided to the school, the school will contact the relevant Social Care Duty Officer who will be responsible for making emergency supervision arrangements for the pupil. This may involve contacting the Police.

The school is sympathetic to the parent/guardian of a pupil who, where the circumstances are exceptional, is not collected at the appointed time. However, the school reserves the right to charge a fee for late collection to cover the additional time worked by our staff.

Policy Statement (2)

- 1) This policy applies to all members of the AKS school community, including those in our EYFS setting.
- 2) AKS implements this policy through adherence to the procedures set out in the rest of this document.
- 3) This policy is made available to all interested parties in accordance with our *Provision of Information* policy. It should be read in conjunction with the school's *Child Protection (Safeguarding)*, *Supervision of Pupils* and *Missing Pupil* policies.
- 4) The school is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's *Equal Opportunity* policy document.
- 5) This policy is reviewed at least annually, or as events or legislation changes require, by the Whole School Leadership Team and the Local Governing Body. The deadline for the next review is no later than 12 months after the most recent review date indicated above.

Key Personnel

- 1) David Harrow: Headmaster
- 2) Phil Hayden: Deputy Head (Pastoral)/DSL (SS)
- 3) Amanda Ilhan: Head of Nursery and Preparatory School/DSL (PS)
- 4) Vicky Reynolds: Nursery Manager DSL (Nursery)

Procedures - Introduction

These procedures are intended to ensure that pupils at AKS are looked after safely in the event a pupil is not collected at the appointed time. Initial procedures may vary according to the age and maturity of the pupil and the time of day (see sections below).

After making every reasonable attempt to contact the parents (or other nominated carer), and if there is no response from any of the contact or emergency numbers provided to the school, the relevant Social Care Duty Officer must be contacted and it is they who will be responsible for making emergency supervision arrangements for the pupil.

A full written report of an incident of an uncollected pupil is always made to the Headmaster and, where appropriate, Ofsted is informed.

Senior School

- 1) If a pupil remains uncollected after 30 minutes at the end of their school day, and no alternative provision has been made, every reasonable effort is made to contact those responsible for the pupil, in order to arrange collection. If there is no answer staff will contact the emergency numbers for the child. During this time, the child will be safely looked after in the library.
- 2) Staff responsible for making contact will most likely be the colleague with supervisory duty during the pupil's last school activity. However, if in doubt, the DSL should be contacted.
- 3) Pupil contact details are accessible through the school database.
- 4) In exceptional circumstances, if appropriate and logistically possible, a member of staff may transport a pupil to the pupil's home, provided that parental consent has been given and the DSL or other available member of WSLT has given authorisation.
- 5) If there is no response from the parents' or carers' contact numbers or the emergency numbers when the premises are closing the DSL will contact/refer to their local Children Services Department and the police to seek advice and agree what actions should be taken and by whom. Local safeguarding procedures will be followed, and the UL Safeguarding Lead should be informed.
- 6) If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's safeguarding procedures detailed in and School's Safeguarding Policy.

Records

The School's DSL will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents.

Preparatory School

- 1) If a pupil remains uncollected after 30 minutes at the end of their school day, and no alternative provision has been made, every reasonable effort is made to contact those responsible for the pupil, in order to arrange collection. If there is no answer staff will contact the emergency numbers for the child. During this time, the child will be safely looked after.
- 2) Staff responsible for making contact will most likely be the colleague with supervisory duty during the pupil's last school activity. However, if in doubt, the Head of Nursery and Preparatory School (DSL) should be contacted.
- 3) Pupil contact details are accessible through the school database.
- 4) In exceptional circumstances, if appropriate and logistically possible, a member of staff may transport a pupil to the pupil's home, provided that parental consent has been given and the DSL or other available member of WSLT has given authorisation.
- 5) If there is no response from the parents' or carers' contact numbers or the emergency numbers when the premises are closing the DSL will contact/refer to their local Children Services Department and the police to seek advice and agree what actions should be taken and by whom. Local safeguarding procedures will be followed, and the UL Safeguarding Lead should be informed.
- 6) If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's safeguarding procedures detailed in and School's Safeguarding Policy.

Records

The School's DSL will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. These will be recorded on CPOMS.

EYFS/Nursery

- 1) If a child remains uncollected at the end of their school day, and no alternative provision has been made, the Manager will telephone the contact numbers available.
- 2) If no contact can be made the Manager and extra member of staff will stay on the premises until a designated time.
- 3) In the event of no contact being made by the designated time the person in charge will ring **First Response and Assessment Team (01253 477664)** and advise them of the situation.
- 4) The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child.
- 5) It is essential that the child should be our first consideration at all times. Up until the point the child is collected or handed into the care of Social Services, they will be

cared for by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

Major Incidents

In the event of a major incident with the potential to affect the ability of parents to collect pupils at the appointed time, the Headmaster will endeavour to make arrangements to keep the school open and provide emergency supervision, as may be practicable and reasonable in accordance, where relevant, with the school's *Business Continuity Plan*.

Updated	8 th July 2026
Reason for changes	Annual review
Name of the owner	Allan McKeown – Senior Deputy Head/Phil Hayden – Deputy Head (Pastoral)/Amanda Ilhan – Head of Nursery and Prep School
Audience	Staff/School community
Location	School Hub
Review date	July 2027