

Linden Primary School

Collection of Pupils Policy



Status

Statutory ☐ Recommended X Good Practice X

Purpose

This Policy and Guidance takes into consideration DfE guidance:

Section 175 of the Education Act 2002 - [Education Act 2002](#)
KCSiE 2026 - [Keeping children safe in education 2026.pdf](#)

Consultation

Staff, governors and parents as appropriate

Links with other policies

Child Protection & Safeguarding Policy
Complaints Policy

Monitoring and Evaluation

Annually ☐ Every 3 years X Other ☐ _____

Headteacher X Governing Body ☐ Other ☐ _____

Dates

Original Implementation: November 2014 Reviewed: January 2024 Next Review: January 2027

Introduction:

Under Section 175 of the Education Act 2002, Local Authorities and Schools have a duty to safeguard and promote the welfare of children. This duty includes making arrangements for dealing with children not collected at the end of a school day, or at the end of a school activity which is authorised by the school. Our school recognise that it has a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day, or at the end of an authorised activity.

On admission of their child to the school parents should supply:

- names and full addresses of parents/carers (and confirmation of parental responsibility)
- home and work telephone numbers
- mobile phone numbers where appropriate • the emergency contact details of two people who may be called in the event of the parents/carers being unobtainable or in the case of an emergency
- information about any person who has been denied legal access to the child

This information should be updated annually or whenever circumstances change.

The school accepts that a variety of emergency situations can arise due to unforeseen circumstances. 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 it appears that there have been no alternative arrangements made for the collection of a child by the parent/carer by **3.20pm** and the parent/carer cannot be contacted, **the child/ren will be taken into the afterschool club and parents will be charged the relevant rate plus a £5 late booking fee.**

Children who haven't been collected within fifteen minutes of the end of an afterschool activity will also be taken to the afterschool club and again parents will be charged the relevant rate.

The School's Safeguarding Lead (Child Protection) 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. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Child Protection & Safeguarding Policy and Procedures.

Our procedures:

- If a child is not collected by a parent/carer after the school day or approved activity, the Headteacher or Designated Safeguarding Lead will be notified. Every effort will then be made to contact the parent/carer, or failing that, all of the emergency contacts will be contacted.
- In the case of a pupil not being collected and no contact from any family member to explain any possible issues being made **WITHIN 30 MINUTES OF THE USUAL COLLECTION TIME**, the school may ring Gloucestershire Safeguarding Children's Board /allocated Social Worker to discuss the concerns and ask advice. This will allow the Social Care Team to be aware of the possibility that they may need to make arrangements for the alternative care of the child dependant on circumstances.
- Social Care will give advice and make appropriate checks if applicable. However school will continue to be responsible for trying to contact the parent/carer/emergency contact and to keep Social Care updated about the situation. A home visit may be carried out by the Designated Safeguarding Lead if appropriate. If there are any concerns about the welfare of the parent/carer, Social Care may ask the local Police to visit the home address; please note that the Police cannot themselves provide a place of safety for a child(ren).

- If attempts to contact a parent/carer are still unsuccessful, school and Social Care will jointly take responsibility for arranging for children to be transported to the Social Care team, (or other appropriate venue) who will arrange a place of safety. This is considered to be a last resort and parent/carers should do their best to ensure that this is not necessary. Social Care will notify the school of the child's placement and provide contact details as appropriate. It will be the intention to return the child to the parents/carers at the earliest opportunity. Collection by a person considered to be unsafe If staff feel that the person collecting a child may be under the influence of either alcohol or drugs or the safety and well-being of the child may be compromised in any way, the School's Designated Safeguarding Lead or any member of the Senior Leadership Team will be contacted to assess the situation and decide whether the adult concerned appears able to take responsibility for the child. If the judgment of the Senior Leader is that the child might be at risk, alternative appropriate action will be taken and this might include contacting another person named on the emergency contact list or another suitable member of the family to collect the child. If another emergency contact or family member is not available then the School will follow the current safeguarding policy