Non Collection of Children Procedures

Approved by:	LGB	**Date:**	September 2025
Next review due by:	September 2026		

The following procedures should be followed at the end of each school day:

1. All pupils should be escorted to collection areas (EYFS ; Year 1; Year 2 & Year 3 to Early Years Playground; Years 4, 5 and 6 to exit gate by Year 6 classroom).

2. Any pupils who are not collected as per the arrangements, should be escorted by the class teacher (or other supervising adult) to the entrance area. This includes instances where an attempt is made to collect a child by a person not named on the contact list.

3. If the parent/carer or other named person is contacted, arrangements for quick collection should be agreed. However, if a child is picked up 15 minutes late (3:35pm for KS1 & 3:45pm for KS2, s/he will be put into after school club and charged £3.00 up until 4pm.

4. The child's class teacher is responsible for recording the late collection of pupils on CPOMS.

5. If, following repeated attempts, it has not been possible to make contact with the parent/carer or named person, the Headteacher or senior member on site should be informed of the situation.

6. At the discretion of the Headteacher or senior member of staff on site, contact would be made with the Walsall MASH team to inform them of the situation. Such a decision would normally be made if the child has not been collected by approximately 4:15 pm. Decisions would always be based on specific knowledge of the pupil's family situation, e.g. split families, single parent families, health problems, etc. Once these agencies have been contacted, their advice should be followed and they should be advised of subsequent contact made.

7. Attempts to contact the parent/carer or other named person would continue following the decision to inform agencies (unless advised otherwise). If contact is made, the parent/carer or other named person should be informed immediately that the agency have been contacted.

8. Should a pupil be collected after 4.15pm or/and agencies informed, the Headteacher or senior member of staff on site is responsible for recording the late collection of pupils on CPOMS.

9. Following any incident of non-collection, the Headteacher or senior leader would contact the parent/carer to discuss future arrangements to ensure that no such incident reoccurs. This might include updating or adding to the contact details available to the school.

10. As designated teacher, the Headteacher would contact the safeguarding team to discuss any ongoing concerns.

Contacts:

Acting Headteacher – Mr McNamee	01543 452766
Acting Assistant Headteacher – Mrs Briley	01543 452766
West Midlands Police	08451135000
MASH	0300 555 2866