



**Normanton Common Primary Academy
Uncollected Child Policy**

Date	Review Date	Lead	Nominated Governor
September 2025	September 2027	C Walls	M Elliott

‘Every child who attends our school can expect, and will receive, an excellent standard of education - one that enables them to shine as individuals, make a positive contribution and reach their full potential. ‘

Introduction

At Normanton Common Primary Academy we aim to provide a safe and secure learning environment for all our children. We have in place security procedures that will reassure parents that their children are safe from the time they arrive at school until the time they leave.

We will ensure that at the end of their school day, all children are collected by their parents/carers or a designated adult. Parents will feel confident that in the rare event that they are late in collecting their child on time, the school has in place procedures that will ensure the safety and security of their children. Children will remain in the care of the school until they are collected by their parent/carer or a designated adult. We recognise that as a child, not being collected on time can lead to feelings of being upset and we will try to minimize this and provide reassurances.

Parent/Carers should recognise that, while school procedures are in place for uncollected children on rare occasions, the system is not to be abused by those treating it as regular free child care. In these circumstances, parent/carers must make alternative arrangements to ensure their child(ren) are collected on time.

The Role of the ASC (Academy Standards Committee)

The ASC has:

- Delegated powers and responsibilities to the Headteacher to make the school a safe and secure environment;
- Nominated a link governor to be responsible for Health and Safety including school security and to visit the school regularly and to report back to the ASC;
- Responsibility for the effective implementation, monitoring and evaluation of this policy.

The Role of the Headteacher

The Headteacher will:

- Ensure procedures are in place to ensure the safety and security of children not collected on time;
- Ensure staff, parents and children are aware of these procedures;
- Meet with parents who are persistently late in collecting their children;
- Monitor the effectiveness of this policy.
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The Role of Staff

Staff will:

- Be aware of this policy;
- Implement this policy;
- Reassure a child who has not been collected on time;
- Call the parent/carer or designated person after five minutes of waiting;
- Try other emergency contact numbers if the parent/carer cannot be contacted;
- Wait with the child providing as much support and reassurance as is necessary;
- Not release a child into the care and supervision of another adult until they have verbal permission from the parent/carer;

- Not allow a child to go home alone even with the telephone consent of the parent/carer;
- Not escort or take children home (except in extreme circumstances and only with express permission from the parent);
- Contact social care direct / police if after repeated attempts no contact is made with the parent/carer or designated person;
- Leave a message and contact number for the parent/carer or designated person informing them that their child is being looked after by the local authority;
- Record all incidents of late collection;

The Role of Parents

Parents must:

- Be aware of the Uncollected Child Policy;
- Ensure the school has up to date contact details including emergency telephone numbers;
- Have the school's contact details;
- Ensure that their children are collected promptly;
- Contact the school to explain that they will be late to collect their child;
- Contact the school to explain that they will be late to collect their child and that a designated person known by the school will be collecting their child;
- The parent/carer must inform in writing regarding those persons **NOT** allowed to collect the child for any reason.

Monitoring the Effectiveness of the Policy

The effectiveness of this policy will be reviewed, in line with the review date deadline set or when the need arises, and the necessary recommendations for improvement will be made to the governors.

Appendix 1: Extra-curricular activities – procedures for staff

Aim: to ensure that children going to, attending and leaving extra-curricular clubs enjoy their activity safely. In order to do this, we use the school office as a central organising hub, as they hold the most up to date contact information, attendance records and are aware of any additional arrangements for transport and medication.

Responsibilities of school office

- To send out a copy of club letters as requested by club providers.
- To collate the sign up letters for the clubs at the start of the term / half term as appropriate.
- To prepare at the start of each half term an up to date register of children attending the club. This should contain:
 - Name of child, medication required (asthma etc), note about transport if appropriate
- To print off and give to the club provider each week an up to date register to be completed.
- To set up and maintain a file in the office, containing club letters and records of attendance for clubs.

Responsibilities of staff member / private provider running the club

- Provide the school office with a letter to be sent out, advertising the club and asking children to sign up to the club.
- To ensure they conduct a register at the start of each session.
- Where children are on the register but not present, to **immediately** inform the school office.
- To ensure that any medical needs (e.g. inhalers) are present before starting the club.
- To ensure that any additional transport / collection arrangements noted are followed.
- To follow the uncollected child policy, and ensure that no child leaves a school club unsupervised
- To communicate clearly with the school office about any changes in arrangements to the clubs – all letters **MUST** be passed through the school office.

This procedure should be signed by any member of staff conducting an extra-curricular club, and a copy of this held in the office in the after school club file.

Signature of club provider : _____ **Date:** _____

Name of club provider: _____ **Club:** _____