



OUR LADY OF FATIMA

CATHOLIC PRIMARY SCHOOL

Late and Uncollected Children Policy

Version:	1.0
Date created/updated:	01.09.25
Ratified by:	OLF LGB
Date ratified:	08.10.25
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Policy Review Date:	01.09.2026
Post Holder Responsible for Review:	John-Paul Shanahan



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We aim to provide a safe and caring environment. In the event that a child is not collected and a parent/carer is delayed, they will be reassured in order to cause as little distress as possible. In the event that a child is not collected by an authorised adult, we put into practice the agreed procedures, unless written agreement to walk home alone has been obtained (Year 6 only).

Late Collection

- Parents/carers of the child/ren starting school are required to provide specific information which is recorded on the child's registration form and includes information about any person who does not have legal access to the child
- In the event that the parent/carer is running late or has made alternative collection with a friend/relative, it is the parents' responsibility to inform the school to advise of any changes so that the teacher and child are aware with as much notice as possible
- If it appears that there have been no alternative arrangements made for the collection of a child by the parent/carer, the school staff should take the following action:
 - Attempt to contact parents that are on the child's emergency contact file
 - Attempt to contact other adults as listed on the child's emergency contact file
 - All reasonable attempts are made to contact the parents/carers or nominated carers of emergency contacts
 - If the child is known at the After School Club (BASC) then they should be contacted to see if the child could attend while attempts are made to contact the parents
 - The child does not leave the premises with anyone other than those named on their collection list, nominated or verbally agreed by parents/carers
 - The child will remain with a member of staff until collected
 - Parents/ carers must provide a written reason if they are late collecting their child; if this occurs three times or more they will be invited to a meeting with the Principal to discuss any additional support they might require
 - If no one collects the child after a reasonable* period of trying and there is no one who can be contacted to collect the child, we apply the procedures for uncollected children

Uncollected Children – If contact has not been able to be established with parents/carer: (after 4:15 pm at the end of the school day) or (30 minutes after an after school club, or after 30 minutes after the Before and After School Club):**

- Under no circumstances are staff to take the child home with them. If there has been **no contact** made, or no staff available on the premises after a reasonable* period, the school will telephone the police and give the child's details ie: name, date of birth, address, names of parents/carers and any other contact details
- The police are likely to complete a home visit and/or undertake basic enquiries in order to locate the child's parents/carers
- If the police cannot locate an appropriate adult to come for the child, they will notify social services via the emergency duty team, who will arrange for the child to be cared for, (possibly with foster carers)
- The police may decide to take out a police protection order (PPO) as part of this process

- The Principal should discuss the incident with the parents/carers at the earliest opportunity in order to address the issue and prevent any further incidents

Pupils should be dropped off and collected from school on time. Repeated failure to do this may result in Social Services becoming involved for the welfare of the child.

* What is deemed reasonable will be decided by the Principal.

** Parents will be charged £6.50 if they are collected from BASC before 4.30pm. After 4.30pm, this charge rises to £8.50. In addition to this, a further charge of £1 per minute will be added to any late collections after 5.45pm.

Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This Late and Uncollected Policy has been approved and adopted by Our Lady of Fatima Catholic Primary School on 09.10.25 and will be reviewed in 09.2026.

Signed by the Chair of the Local Governing Body for Our Lady of Fatima Catholic Primary School.

Mr Matthew Higgins

Signed by the Principal for Our Lady of Fatima Catholic Primary School:

Mr John-Paul Shanahan

