



# Uncollected Children Policy

**Autumn 2021**



Brierley Primary School & Little Bears Nursery  
Mirion Street  
Crewe  
Cheshire  
CW1 2AZ

# Nurture, Aspire, Believe, Achieve

In the event that a child is not collected at the end of the school day at 3.15pm if not attending a school club or at the end of After School Club session at 6.00pm (Monday-Friday) by an authorised adult, the school will follow these agreed procedures. This will be available for parents and carers to see, so if they are unavoidably delayed they are reassured that their children will be safe and cared for.

## **Late being picked up from school at the end of the day:**

### **Up to 15 Minutes Late**

- Staff will check with all other staff for any information about changes to normal collection routine.
- Staff will try to contact all numbers listed on the child's record. If there is no response from the parent or carer, messages will be left requesting that they contact the school immediately. School will then try to contact the emergency contacts listed on the child's record.
- While waiting to be collected the child will be supervised by a member of staff.
- When the parent or carer arrives they will be reminded that they must call the school to notify of any delay.

### **Over 15 Minutes Late**

- If school has been unable to contact the child's parents or carers after 15 minutes then the child will be placed into After School Club and the parent will be charged for the full childcare session. £3 up to 4pm and £9.50 up to 6pm.

### **Over 60 Minutes Late (With No Contact)**

- If school has been unable to contact the child's parents or carers after 60 minutes then a member of the Senior Leadership Team will contact the local Social Care Duty Team for advice.
- The child will remain in the care of a member of staff, on the school premises, until collected by the parent or carer, or until placed in the care of the Social Care Duty Team.

## **Late being picked up from After School Club:**

### **If the school have been notified by the parent/carer:**

Parents who are late collecting their child/ren will incur a penalty charge of £1.00 per child for every minute they are late. (ie. If they have two children and 5 minutes late, they will incur a late charge of £10) after the official closing time of 6.00pm. This penalty charge must be paid the following day. Until payment is completed, no further bookings can be made to either Breakfast or After School Club.

### **Over 30 Minutes Late from being picked up from After School Club (With No Contact)**

- Staff will try to contact all numbers listed on the child's record. If there is no response from the parent or carer, messages will be left requesting that they contact the school

immediately. School will then try to contact the emergency contacts listed on the child's record.

- If school has been unable to contact the child's parents or carers after 30 minutes then a member of the Senior Leadership Team will contact the local Social Care Duty Team for advice.
- The child will remain in the care of a member of staff, on the school premises, until collected by the parent or carer, or until placed in the care of the Social Care Duty Team.
- Late charges per minute will still apply.

The school will not release the child to any unauthorised person, even if the collection is late, unless an authorised person telephones to state that because of an emergency a different person will be collecting. The authorised person may be asked to give a physical description of the unauthorised person with a password or photographic identification, and a member of the Senior Leadership Team or After School Club leader will check this description and password or photographic identification before permitting the child to leave.

Review: 2024