

CHILD NOT COLLECTED POLICY

Whole school including EYFS

Version	1	2	3	4	
Policy reviewed on	September 2019	September 2021	September 2023	September 2025	
Policy written by	Mrs Walker	Mrs Walker	Mr Whittell	Mrs Boulton	
Policy seen by Governor on (date / signature)	Mrs Wilcox (COG)	Mrs Wilcox (COG)	Board Meeting – 20/09/23	Board Meeting 01/10/2025	
Date of next review	September 2021	September 2023	September 2025	September 2027	

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

Collection Times

Children should be collected no later than the times stated below.

After this point 'late collection fees' / 'late collection protocols' (see below) will be activated unless alternative arrangements have been agreed with the school.

KG1	3.00 pm
KG2	3:05 pm
Form 1	3:10 pm
Form 2	3:15 pm
Form 3	3:15 pm
Form 4	3:20 pm
Form 5	3:25 pm
Form 6	3:30 pm
After School Club – 6.00pm	
After school clubs, trips, sports fixtures – as advertised	

Transfer to After School Club

If a child has not been collected from class by the times listed above, reasonable efforts will be taken to contact parents or another authorised adult.

If these efforts are unsuccessful, the child will **automatically** be signed into After School Club and put on the 'drop in register' if a place is available. Parents will be invoiced for a drop in session.

If a 'drop in place' is not available at After School Club the child will be supervised by other staff, but stepped late fees will be charged from the end of that child's school day, rather than from the end of After School Club.

Procedure

Children will always be cared for until suitable arrangements have been made and they have been collected from the premises.

Reasonable steps will be taken to contact parents or another authorised adult.

In the event of a parent or other person authorised to collect a child being unavoidably delayed, they are asked to telephone the school with information to make arrangements for the child to be cared for in the After School Club if a drop in place is available.

If children have not been collected from After School Club by 6:00pm and we have heard nothing from any responsible adult we will try to contact all numbers until 6:15pm. Please note from 6:00pm a stepped system of further extra charges will apply.

Late Fee Stepped Charges from 6:00pm are as follows:

- For the first 10 minutes late (or part of) £6 per child
- For the second 10 minutes late (or part of) an additional £12 per child
- Every minute beyond the first 20 minutes late is charged at £2.00 per minute per child

Safeguarding

If there has been no response from any telephone calls by **6:30pm** (i.e.30 minutes after the end of After School Club), the Head, Assistant Head or Aftercare Supervisor will telephone the Children and Young People Services Salford Emergency Duty Team (EDT) for advice and information **0161 794 8888**. If the duty team are not available then the Police will be called.

Whenever practicable all children will be looked after by two members of staff until either a responsible adult or social services comes to collect them. The Head will be informed at all times.