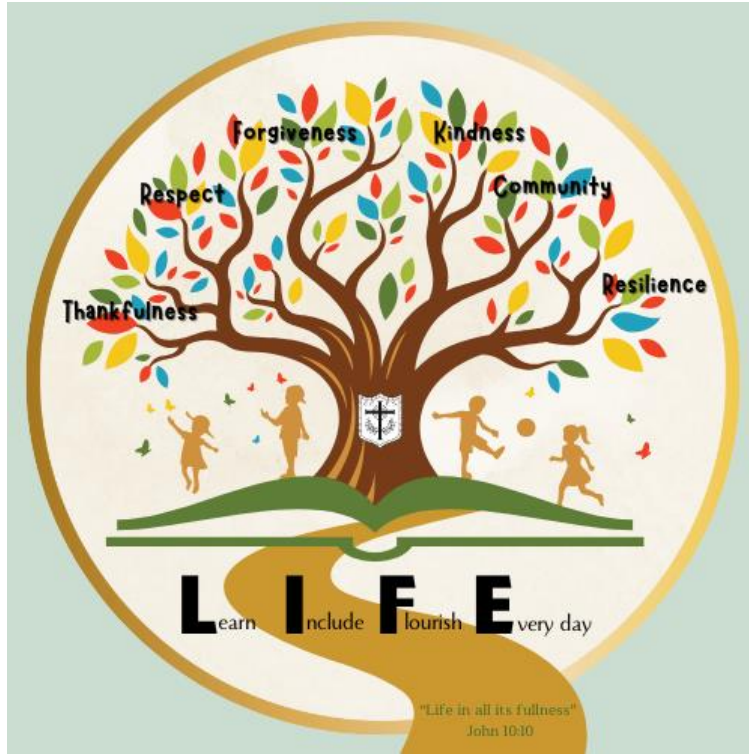


Cotgrave Church of England Primary School



Non-collection of children policy

Reviewed	Summer 2025			
	Spring 2026			

1. Introduction and Purpose

This policy outlines the procedures to be followed when a pupil is not collected from Cotgrave Church of England Primary School at the end of the school day or at the end of an after-school activity. The safety and well-being of our pupils is our paramount concern. This policy aims to ensure that all staff members, parents/carers, and pupils understand the procedures in place to safeguard pupils in such situations. It aligns with Keeping Children Safe in Education (KCSiE) 2024 guidance and other relevant legislation and our school's safeguarding policy. The policy is available on our website and on our school's intra-staff communication. Non-collection does not happen regularly. Most parents will communicate with staff to let us know if they will be late or if there are any changes to collection arrangements.

2. Scope

This policy applies to all pupils attending Cotgrave Church of England Primary School, including:

- Nursery and Reception (Class 4)
- Year 1 and 2 (Class 3)
- Year 3 and 4 (Class 2)
- Year 5 and 6 (Class 1)
- Pupils attending after-school clubs and activities.

It also applies to all staff members, including:

- Teachers
- Teaching Assistants
- Support Staff
- Administrative Staff
- Volunteers
- Governors

3. Legal Framework and Guidance

This policy is informed by the following legislation and guidance:

- **Children Act 1989 and 2004:** Places a duty on schools to safeguard and promote the welfare of children.
- **Education Act 2002:** Reinforces the duty to safeguard and promote the welfare of children.
- **Keeping Children Safe in Education (KCSiE) 2024:** Statutory guidance for schools and colleges on safeguarding children.
- **Working Together to Safeguard Children:** Inter-agency guidance on safeguarding children.
- **Data Protection Act 2018 and GDPR:** Regarding the handling of sensitive personal data.

4. Roles and Responsibilities

- **Governing Body:**
 - Ensuring the policy is in place and reviewed annually.
 - Monitoring the effectiveness of the policy.

- **Headteacher:**
 - Overall responsibility for the implementation of the policy.
 - Ensuring all staff are aware of the policy and procedures.
 - Designating a member of staff to oversee the implementation of the policy on a day-to-day basis.

- **Designated Safeguarding Lead (DSL):**
 - Providing advice and support to staff on safeguarding matters.
 - Liaising with external agencies as necessary.
 - Ensuring that all safeguarding concerns are reported and recorded appropriately.

- **All Staff:**
 - Being familiar with the policy and procedures.
 - Following the procedures outlined in the policy when a pupil is not collected.
 - Reporting any concerns to the DSL.

- **Parents/Carers:**
 - Ensuring that pupils are collected on time.
 - Informing the school in advance if there are any changes to collection arrangements.
 - Providing emergency contact details to the school.
 - Understanding the school's non-collection policy.

5. Procedures When a Pupil is Not Collected

5.1 Initial Actions:

- **Check:** The class teacher or after-school club leader will first check with other staff members and pupils to see if there has been a misunderstanding or if alternative arrangements have been made.
- **Contact Parents/Carers:** The school office will attempt to contact the pupil's parents/carers using the contact details provided on the school database. At least two different contact methods should be attempted (e.g., phone call, text message).

- **Contact Emergency Contacts:** If parents/carers cannot be reached, the school office will attempt to contact the emergency contacts listed on the pupil's record.
- **Record Keeping:** A detailed record of all attempts to contact parents/carers and emergency contacts will be made, including the time, method of contact, and outcome.

5.2 Supervision and Care:

- The pupil will be supervised by a member of staff in a safe and comfortable location, such as the school office or a designated quiet area.
- The pupil will be reassured and kept informed of the steps being taken to contact their parents/carers.
- The pupil will be provided with water and a snack if necessary.
- The pupil will *not* be left unattended at any time.

5.3 Escalation:

- **After 30 Minutes:** If, after 30 minutes of the scheduled collection time, contact has not been made with parents/carers or emergency contacts, the DSL (or a designated deputy) will be informed.
- **Risk Assessment:** The DSL will conduct a risk assessment, considering the pupil's age, vulnerability, and any known circumstances.
- **Further Contact:** The DSL will make further attempts to contact parents/carers and emergency contacts.
- **Considerations for Older Pupils:** For older pupils (Year 5 and 6), depending on the circumstances and parental consent, the DSL may consider allowing the pupil to walk home if it is safe to do so and if this aligns with pre-agreed arrangements. This decision must be documented.
- **Contacting External Agencies:** If, after a reasonable period (usually 1 hour), all attempts to contact parents/carers and emergency contacts have been unsuccessful, and the DSL has concerns about the pupil's welfare, the following steps will be taken:
 - **Children's Services:** Contact Nottinghamshire Children's Services for advice and guidance.
 - **Police:** If there is immediate concern for the pupil's safety, contact the police.

5.4 Documentation:

- All actions taken, including attempts to contact parents/carers, conversations with the pupil, and decisions made, will be documented in detail on the school's safeguarding system (CPOMS).
- The DSL will ensure that the documentation is accurate and complete.

6. Prevention Strategies

- **Clear Communication:** The school will ensure that parents/carers are fully aware of the school's collection policy and procedures. This information will be included in the school handbook, on the school website, and communicated during parent meetings.
- **Collection Arrangements:** Parents/carers will be asked to provide clear and consistent information about collection arrangements, including who will be collecting the pupil and at what time.
- **Changes to Arrangements:** Parents/carers will be required to inform the school in advance of any changes to collection arrangements. Changes should be communicated to the school office, preferably in writing (email is acceptable).
- **Late Collection Reminders:** The school will send out regular reminders to parents/carers about the importance of collecting pupils on time.
- **After-School Clubs and Activities:** Clear procedures will be in place for the collection of pupils from after-school clubs and activities, including designated collection points and sign-out procedures.
- **Pupil Information:** Accurate and up-to-date contact information for parents/carers and emergency contacts will be maintained on the school database. Parents/carers will be asked to update this information regularly.

7. Training and Awareness

- All staff members will receive training on this policy as part of their safeguarding training.
- Training will cover the procedures to be followed when a pupil is not collected, as well as the importance of safeguarding and child protection.
- The DSL will provide ongoing support and advice to staff on this policy.
- The policy will be discussed at staff meetings and briefings.

8. Data Protection

- All personal data collected and processed in relation to this policy will be handled in accordance with the Data Protection Act 2018 and GDPR.
- Pupil records will be stored securely and accessed only by authorised personnel.
- Information will only be shared with external agencies on a need-to-know basis and in accordance with safeguarding procedures.

9. Monitoring and Review

- This policy will be reviewed annually by the governing body and the headteacher.
- The review will consider the effectiveness of the policy and any changes to legislation or guidance.
- Feedback from staff, parents/carers, and pupils will be taken into account during the review process.
- Any necessary amendments will be made to the policy and communicated to all stakeholders.

10. Related Policies

This policy should be read in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Admissions Policy
- SEND Policy
- Data Protection Policy

11. Policy Dissemination

This policy will be made available to all staff, parents/carers, and pupils via the following methods:

- School website
- School handbook
- Parent meetings
- Staff meetings

12. Equality Impact Assessment

Cotgrave Church of England Primary School is committed to ensuring that this policy is applied fairly and equitably to all pupils, regardless of their age, gender, ethnicity, religion, disability, or sexual orientation. An equality impact assessment has been carried out to ensure that the policy does not discriminate against any particular group of pupils.

13. Contact Information

If you have any questions or concerns about this policy, please contact:

- Helen Pearson - Headteacher
- Emily Black & Sue Onley – Deputy Designated Safeguarding Leads