



# Shawlands Primary School Policy

**Non-Collection of a Child Policy  
REVIEWED EVERY 3 YEARS**

**Reviewed SUMMER 2023**

**Approved by the Governing Body on:**

**Signed.....**

**In the event that a child is not collected from the nursery or school the following should happen:**

- The member of staff should endeavour to contact members of the family/work using contact numbers kept in [school](#)
- The member of staff should [then](#) inform a member of senior staff
- A member of staff needs to ensure that the child is settled and not overly worried about the situation
- If after  $\frac{1}{2}$  an hour the carer/parent has not arrived, and the other contact numbers have not been helpful, it may be necessary to contact the Social Services Assessment Team on 01226 772423
- Advice needs to be taken from the assessment team on what should happen next
- Parents should have the information on what will happen in cases of late collection of children at the nursery or school
- A log will be kept of children who are not collected within ten minutes of the end of [session](#). This is kept in the school office, and monitored by the School Safeguarding Team. This information may be added to CPOMS if it becomes a welfare concern
- Where parents are persistently late to collect children, if only for a few minutes, the Head will arrange a meeting with the parent/[carer](#) to discuss their concerns and if this does not improve matters lateness will be logged and shared with the Social Services Assessment Team.

Commented [S,AJ(APM1)]: Do we hold more than one contact for each pupil?

Commented [S,AJ(APM2)]: Where is this logged?

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