



Shawlands Primary School Policy

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

Reviewed AUTUMN 2025

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/carers to discuss their concerns and if this does not improve matters lateness will be logged and shared with the Social Services Assessment Team.

**Shawlands Primary School
Summer 2025**