



**ST. ANDREW'S CE PRIMARY SCHOOL**  
**Late Collection of Children Policy**

St. Andrew's CE Primary School has a duty of care to protect children and act in their best interests.

We take persistent lateness in collecting a child very seriously. In extreme cases it might be considered as abandonment or neglect of the child, although we understand that occasionally delays are unavoidable. In the event that a child is not collected on time, the following procedure will take place.

- An adult will stay with the child and reassure them that they will not be left alone
- If the adult needs to leave he/she will find another member of staff within the school to look after the child
- If the child has not been collected after 10 minutes the adult will make every effort to contact the child's parent /carer
- If this proves impossible, the adult will try to get in touch with the alternative emergency contacts who are authorised by the parents to collect the child on their behalf
- In the event that the child is not collected by 5.00 pm or that and the school is closing, the police will be called and social services will be informed.
- The incident will be recorded in the Welfare file and the child's file

Signed *Seb Hearmon* (Chair of Governors)

Date: July 2018

Review date: July 2019