

Uncollected Children Policy



Policy Revised: June 2026

Next Review: Annual – June 2027

Date Ratified by June 2026

Policy Status: Statutory Safeguarding Procedure

Responsible Person: Mrs Bell (Headteacher)

Deputy Designated Safeguarding Leads (DDSLs):

- Mr Joe Durham, Deputy Headteacher
- Mrs Janine Rushworth, Assistant Headteacher
- Mrs Joanne Houghton, Family Liaison Officer

1. Statement of Intent

At Barnes Infant Academy, the safety and wellbeing of every child is our highest priority.

The Academy is committed to ensuring that all children are collected safely by a parent, carer or authorised adult at the end of the school day or following attendance at a school club or activity.

This policy outlines the procedures that will be followed if a child is not collected at the expected time.

This policy should be read alongside:

- Child Protection and Safeguarding Policy
- Arrivals and Departures Policy
- Attendance Policy
- Children Missing Education Procedures

The Academy will always act in accordance with:

- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children
- Sunderland Safeguarding Children Partnership procedures

2. Collection Arrangements

Children will only be released to:

- Their parent or carer;
- An authorised adult identified by the parent/carer;

- An individual aged 16 years or over who has permission to collect.

Where staff do not recognise the collecting adult, identification may be requested before the child is released.

Parents and carers are responsible for ensuring emergency contact information remains accurate and up to date.

3. Expected Collection Times

The Academy day finishes at:

Provision	Collection Time
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Nursery (Morning Session)	11:45am
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Nursery and Reception	3:15pm
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Key Stage 1	3:20pm
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Children attending clubs or wraparound provision must be collected at the agreed finishing time for that activity.

4. Procedures for Uncollected Children

Stage 1: 0–10 Minutes After Collection Time

If a child has not been collected within ten minutes of the end of the school day:

- The child will be taken back into the Academy building.
 - The child will remain supervised by Academy staff.
 - The class teacher or designated member of staff will notify the school office.
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Stage 2: 10–15 Minutes After Collection Time

The Academy will:

- Attempt to contact the child's parent or carer using all available contact numbers.
- Record all attempts to make contact.
- Seek clarification regarding the delay and expected collection time.

The child will remain safely supervised at all times.

Stage 3: After 15 Minutes

If contact cannot be established with the parent or carer:

- Emergency contacts listed on the child's record will be contacted.
- Messages will be left requesting an immediate response where possible.
- The Headteacher, Deputy Headteacher or designated safeguarding lead will be informed.

The child will continue to be supervised by Academy staff.

Stage 4: Persistent Failure to Make Contact

If repeated attempts to contact parents, carers and emergency contacts are unsuccessful, the situation will be considered a safeguarding concern.

The Headteacher or Designated Safeguarding Lead will:

- Review all available information;
- Consider any known vulnerabilities;
- Assess whether there are concerns regarding the child's welfare;
- Seek advice from Children's Social Care where appropriate.

Where concerns exist that a child may be at risk, Children's Social Care and/or the Police may be contacted immediately.

Stage 5: Significant Delay

If no responsible adult can be contacted and collection arrangements cannot be established within a reasonable period, the Headteacher or Designated Safeguarding Lead will contact:

- Children's Social Care; and/or
- Northumbria Police

for further advice and support.

The Academy will follow the instructions provided by the relevant agency.

The child will remain under the supervision of Academy staff until alternative arrangements are agreed.

5. Safeguarding Expectations

Under no circumstances will:

- A child be taken to a member of staff's home.
 - A child be left unsupervised.
 - A child be sent home alone.
 - A child be released to an unauthorised adult.
 - A child be placed in the care of another parent unless explicit permission has been obtained from the parent/carer and verified by Academy staff.
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6. Recording and Monitoring

All incidents involving late collection will be recorded.

Records will include:

- Child's name;
- Date and time;
- Attempts made to contact parents and emergency contacts;
- Actions taken;
- Time collected;
- Name of collecting adult.

Repeated late collection will be monitored by the Headteacher and Designated Safeguarding Lead.

Where patterns emerge, parents/carers may be invited to attend a meeting to discuss collection arrangements and any support that may be required.

Repeated late collection may be considered a safeguarding concern where it impacts on the child's welfare.

7. Children Missing Education

Where staff have concerns that an uncollected child may be at risk of becoming missing from education or where there are wider safeguarding concerns, the Academy will follow Children Missing Education procedures and seek advice from Children's Social Care and other relevant agencies as appropriate.

8. Equality and Inclusion

Barnes Infant Academy will ensure that this policy is implemented fairly and consistently, taking account of the needs of individual children and families whilst always prioritising the safety and welfare of the child.