

OVERSTONE PARK SCHOOL

Uncollected Child Policy



Uncollected Child Policy

Date	Review Date	Coordinator
September 2026	September 2027	Mrs M Brown Mrs D York Miss A West Ms J Brown Mrs L Vippond

We believe this policy relates to the following legislation:

- Education Act 1996
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Children and Families Act 2014
- Special Educational Needs and Disability (Detained Persons) Regulations 2015

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Special Educational Needs and Disability Code of Practice: 0 to 25 Years. Statutory Guidance for Organisations Who Work With and Support Children and Young People with Special Educational Needs and Disabilities (DfE) and (DoH)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children

We aim to provide a safe, secure, healthy and pleasant learning environment for all our children, school personnel and visitors. We have in place security procedures that will reassure parents that their children are safe from the time they arrive at school to the time they leave.

We will ensure that at the end of the morning session or at the end of the school day all children are collected by their parents/carers or a designated adult. Parents will feel confident that in the event that they are late in collecting their child on time that the school has in place procedures that will ensure the safety and security of their children. Children will remain in the care of the school until they are collected by their parent/carer or a designated adult.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To ensure the safety and security of children not collected on time at the end of the morning session or at the end of the school day.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Principal

The Principal will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure procedures are in place to ensure the safety and security children not collected on time;
- ensure school personnel, parents and children are aware of these procedures;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report on the success and development of this policy.

Role of the Coordinator

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Principal and the nominated governor;
- make effective use of relevant research and information to improve this policy;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;
- annually report on the success and development of this policy.

Role of School Personnel

School personnel will:

- be aware of this policy;
- implement this policy;
- reassure a child who has not been collected on time that they have not been forgotten;
- call the parent/carer or designated person after five minutes of waiting;
- try other emergency contact numbers if the parent/carer cannot be contacted;
- wait with the child providing as much support and reassurance as is necessary;
- not release a child into the care and supervision of another adult until they have verbal permission from the parent/carer;
- not allow a child to go home alone even with the telephone consent of the parent/carer;
- not escort or take children home;
- contact the local Children Services department if after repeated attempts no contact is made with the parent/carer or designated person;
- leave a message and contact number for the parent/carer or designated person informing them that their child is being looked after by the local authority;
- record all incidents of late collection;
- meet with parents who are persistently late in collecting their children;

- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys

Role of the School Council

The School Council will be involved in:

- determining this policy;
- discussing improvements to this policy during the school year;
- organising surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy

Role of Parents/Carers

Parents/carers must:

- be aware of this policy;
- ensure the school has up to date contact details including emergency telephone numbers;
- have the school's contact details;
- ensure that their children are collected promptly;
- contact the school to explain that they will be late to collect their child;
- contact the school to explain that they will be late to collect their child and that a designated person known by the school will be collecting their child;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

Raising Awareness of this Policy

- School Handbook/Prospectus
- School website
- Staff Handbook
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- School events
- Meetings with school personnel
- Written communications with home such as weekly newsletters and end of half term newsletters
- Annual report to parents

- Headteacher reports to the Governing Body
- Information displays in the main school entrance
- Text messages
- Email
- Social media (Facebook, X, virtual pin boards, school blog)

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers All aspects of this policy, Safeguarding and Child Protection, Health and Safety, Supervision of Pupils, Troubled and Vulnerable Children, Pastoral Care, Home-School Agreement, Parental Responsibility and Change of Name, Equal opportunities, and Inclusion;
- receive periodic training so that they are kept up to date with new information;
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Principal:	Mrs M Brown	Date:	September 2026
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