



Bromstone Primary School

**Late Collection of Child Policy**

**Formulation date:** 21<sup>st</sup> July 2015  
**Senior Team Responsibility:** Heads of School

**Approved on:** 18<sup>th</sup> December 2017

**Reviewed:** September 2025

**Next Review Date:** September 2026

**Associated Documentation:** None

## **Bromstone Primary School Late Collection of Child Policy**

The school staff are responsible for the children during school opening hours. These are 8.45am – 3.15pm. Our 'Out of School Club' is open from 8am to 8.45am and 3.15pm to 5.30pm, Monday – Thursday and until 4pm on a Friday.

Parents of children starting in the school are asked by the School Office administration to provide specific information which is kept in our data management system including:

- Home address and telephone number of parents/ carers
- Place of work, and telephone number ( if applicable)
- Mobile telephone number ( if applicable)
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the school i.e. childminder, relative, neighbour
- Information about any person who has been denied legal access to the child
- Information about who has primary responsibility for the child

If there are any changes to any of the above we ask that the school office is notified immediately.

This is updated annually via the data collection sheets.

If the parent/carer has an emergency whereby they are unable to collect their child at the end of the school day or from our afterschool club by the designated time, the school must be informed immediately (School Office 01843 867010 Please leave a message –this will be picked up). If a parent/carer is incapacitated e.g. serious illness, car accident etc. we accept that you may be unable to inform the school of the situation immediately.

If children are not collected at the end of the day at 3.15pm we follow these procedures:

1. Messages are checked to see if there are any changes to the end of day arrangements.
2. Parents/ carers are contacted at home or work
3. If this is unsuccessful other authorised adults are contacted
4. In the meantime the child will wait under adult supervision
5. If the child has not been collected after one hour we will follow our Child Protection Procedures and contact the Local Social Services
6. Social Services will aim to find the parent/carer or relative and if unable to do so the child will be placed into the care of the Local Authority

If children are not collected from afterschool club by 5.30pm, Monday-Thursday and 4pm on a Friday we follow these procedures:

1. Messages are checked to see if there are any changes to the end of day arrangements
2. Parents/ carers are contacted at home or work

3. If this is unsuccessful other authorised adults are contacted
  4. In the meantime the child will wait under adult supervision
  5. If the child has not been collected after half an hour we will follow our Child Protection Procedures and contact the Local Social Services
  6. Social Services will aim to find the parent/carer or relative and if unable to do so, the child will be placed into the care of the Local Authority
- NB Under no circumstances will staff go to look for the parent, nor take the child home with them.

A full written report of the incident will be recorded by the school.

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**Bromstone Primary School  
Late Collection of Child Incident Form**

Name of Child .....

Date .....

Account of procedures followed: