



Christ the King Catholic Primary School

Uncollected Child Policy

2024-2025



Christ the King Primary School

- ✦ To live & learn together in harmony.
- ✦ To grow & develop in Christ.
- ✦ To reflect God's love in all we do.



This document is an extension to the Child Protection and Safeguarding Policy and should be read in conjunction with the Drop-off and Collection Policy.

The intention of this policy is to ensure the safety and welfare of our pupils by outlining safe practices and procedures for children who are not collected from school at the end of the school day at 3.30pm and where no alternative provision (eg after school club/activity) has been arranged.

At Christ the King School, the safety of children is our priority and we endeavour to provide a safe and caring environment for our pupils at all times. Pupil safety and welfare includes, but is not limited to, being collected by a designated and responsible adult on time, at the end of the school day.

Late Collection of a Child

In the event of late or non-collection of a child by an authorised adult, the main concern of all staff will be for the safety and welfare of the child. The school will put into practice agreed procedures to ensure that the child receives a high standard of care in order to cause as little distress to the child as possible. An authorised adult will be a parent, friend or relative that has been appointed by the child's parent or carer, and has been given permission by the primary carer to collect the child from school (see child's individual emergency contact form- appendix 1)

Requirements of Parents

Parents of all children are asked to provide specific information for school records. The school requires at least two emergency contact numbers to be given to the school in the event of an emergency. It is important that if there are any changes to contact details, phone numbers or personal circumstances, parents inform the school as soon as possible. This is in order that records can be updated and the most current details are held.

Information about anyone who does not have legal access, any injunctions or any person prohibited from access to the child must also be shared with the school. Sensitive information regarding collection of specific children will also be reported to staff on a need to know basis.

If parents are aware that they will not be contactable on their mobile device, at home or in their usual place of work during the school day, they should inform the school of how they can be contacted or, who should be contacted in their place in case of emergency.

If parents or the persons normally authorised to collect the child are not able to collect the child as arranged, they must provide the school with written details of the name, address and telephone number of the person who will be collecting their child. The school will agree with parents how to verify the identity of the person who is to collect their child.

If parents cannot collect their child as planned, they must inform the school as soon as possible, preferably before the end of the school day.

Our Commitment to Parents

The school will use the child protection procedures as set out in our Child Protection and Safeguarding Policy in the event that a child is not collected from school by an authorised adult within one hour of the end of the school day.

Procedure for Uncollected Children

The school expects children to be picked up promptly at the end of the school day, or at the end of any after school activities. If this does not occur and the school has not been notified that there is to be a delay in collection, the school will assume the parent/carer has been delayed and will place the child in the late collection point (school office) until 3.45pm.

If the child remains uncollected at this time, the child will be placed into the school after school club as an emergency measure whilst the school attempts to contact parents/carers. Parents/carers will be charged for the use of after school club for the full session.

The school office will attempt to contact parents/carers. If they are unable to do so, they will contact all the emergency numbers on file in order to contact someone who has been given permission to collect the child or who knows how to contact the parent/carer.

If the parent does make contact and is not able to collect the child and has not made suitable alternative provision within a reasonable timeframe (up to one hour after school has closed/the after-school activity has finished), the school may still initiate child protection procedures. If the child is not collected on time from an after-school club or activity, the school may decide to withdraw the place for further sessions.

If the child remains uncollected, and the school has been unable to contact parents/carers by 4.30pm- an hour after school has finished, and the school, has exhausted all efforts in contacting the parents/carers and emergency contact numbers, the school will contact Children's Services for advice and guidance. Contact will be made with the Social Care Team for the London borough in which the child resides.

The police may be contacted after discussions with Children's Services and the child may be reported as having been abandoned.

If the parents/carers or emergency contacts cannot be contacted by Children's Social Care and/or the police, the child will be either taken into protective police custody or will be admitted into the care of the Local Authority in which the child resides. If there are any immediate, urgent concerns about a child's safety, the school will contact the Police on the 999-emergency number.

A full written report of the incident and any subsequent referrals and follow up will be recorded in the child's child protection file.

This policy will be reviewed annually. It is due to be reviewed in 2025/26.

Appendix 1

Authorisation of Collection

Authorisation for Collection of Children



2024-2025

Name	Year Group	Class

I give permission for the following adults to collect my child from school.

- 1.
- 2.
- 3.
- 4.
- 5.

I understand that anyone not on this list will not be permitted to collect my child without verbal or written prior consent from me to either the class teacher or the office.

Signed.....

Date.....

Appendix 2

CSCT Contact Details

Children's Services Contact details:

Islington Referral and Advice Team

222 Upper Street

London N1 1XR

Tel: 020 7527 7400

Out of Hours Tel: 020 7226 0992

Camden Duty and Assessment Team

156 West End Lane

London NW6 1SD

Tel: 020 7974 6600 (**NW5, NW6**)

Tel: 020 7974 4094 (**South**)

Out of Hours Tel: 020 7974 4444

City of London Tel: 020 7332 1224

Hackney - Access and Assessment Centre

Hackney Service Centre

1 Hillman Street

London E8 1DY

Tel: 020 8356 5500

Emergency Out of Hours Team Tel: 020 8356 2346

Haringey Referral and Assessment Team

48 Station Road

Wood Green

London N22 7TY

Tel: 020 8489 4470/5785

Tower Hamlets - Advice and Assessment Team

Child Protection and Reviewing

Mulberry Place

5 Clove Crescent

London E14 1BY

Tel: 020 7364 5006

A full list of Children's safeguarding Contacts in all London boroughs can be found here:

<https://www.londonscb.gov.uk/contacts/safeguarding-contacts/>