



Collection and Arrivals Outside of Normal School Hours and Lost Children Policy

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Abstract: This policy sets out procedures to safeguard the wellbeing of children who are dropped off or collected outside of normal procedures and also sets out the process to follow in the event of a lost child.

Approved by:

Mrs M Young

Chair of Governors

Approved by:

Mrs J Watson

Headteacher

Last reviewed on:

27/11/2025

Next review due by:

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Policy number:

LRS0058

Aims

To ensure that safety of children is paramount at all times.

Policy Statement

In the event that a child is not collected at the nominated collection time (at the end of school), the school will practise agreed procedures.

These procedures ensure the child is cared for safely and by, where possible, staff known to the child. In the event that a child is not collected by an authorised adult, we will ensure that the child receives appropriate care in order to cause as little distress as possible. We will inform parents of our procedures.

Procedures

Parents are required to maintain updated contact numbers and contact details.

Additional details for a third contract e.g. a local family member are maintained in order for the school to contact on occasions where we are unable to contact the parent/s.

1. Parents are contacted in the event of non-collection.
2. If the school are unable to contact the parent/s and then, nominated contacts for the pupil, the pupil would be taken to after school club provided by Get Active and charges will apply, unless the Headteacher deems extenuating circumstances. Charges for staff supervision may also apply if Get Active are unable to take the child and school staff must supervise.
3. If contact is not made within reasonable timescales, the Police / First Response would be contacted.
4. If contact or collection is not made following after school club times, two members of staff would remain with the child until safe collection.
5. A log would be kept of communications, including decisions, conversations and referrals to Police / First Response.

Collection of children at times other than normal collection times/different nominated person:

1. If a parent/guardian wishes to pick their child up at any time other than the end of the day, where possible they are to notify the school office the day before, in time for messages to be given to the class teachers.
2. The school office will alert the teacher and once the parent or guardian has arrived collect the child from the class.
3. If any person other than the legal guardian is to collect a child from school at the end of the day, the legal guardian must inform the school office of the

name and relationship of the person who is to collect the child. The teachers will not allow a child to leave the school grounds with a person other than their legal guardian unless notification has been given.

Legal guardians must confirm in advance if there is a regular arrangement where someone else collects their child (e.g. a childminder or other parent). That person can then be added to the list of those who may collect at anytime without prior notice.

Children leaving the school grounds unsupervised at collection time / unsupervised during the school day

If the school were to find a child missing from the school grounds, the parent would be contacted immediately to alert them and staff would complete site and perimeter checks. The police would then be called by the office staff or a member of the Senior Leadership Team, within minutes of being notified. A log would be kept of calls and if necessary, a log of decisions made.

Non arrival of authorised walkers to school

1. If the parents/ carer has not notified the office of the child's absence, the office call the nominated contact number at 9.30am
2. If there is no response from the nominated contact, the police will be contacted to ensure safe whereabouts of the pupil

Out of school activities

This policy applies to school run out of school clubs.

Contact numbers:

Buckinghamshire First Response: 01296383692
Emergency Duty Team (EDT) on [0800 999 7677](tel:08009997677)
Slough Childrens Services 01753875362
Police: Emergency 999, non-emergency 101