

Annan School

Late Collection Policy and Procedure

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LATE COLLECTION POLICY AND PROCEDURE

Annan School aims to provide a safe and caring environment. If a child is not collected, or collection is delayed, they will be reassured in order to cause as little distress as possible. We do appreciate that at times parents/carers may get held up when they are due to collect their child.

Parents of children starting in the school are asked to provide specific information which is kept on file in the office including:

Home address and telephone number of parents/ carers including work and mobiles
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

If there are any changes to any of the above, we ask that the school office is notified immediately. When there is a change to the end of the day arrangements, we ask that parents inform the school office. If possible, the school should be contacted prior to the end of the school day. This information is put on the end of day clipboard for the person overseeing home time pick ups.

In the event that a parent/carer is running late or has made alternative collection arrangements with a friend/relative they should ring the school to advise us of the changes so that both the office and child are aware.

LATE COLLECTION POLICY

If a parent/carer is more than 10 minutes late arriving to collect their child and has not contacted the school, the child should be taken to the office (kindergarten children can be kept in the kindergarten if staffing is available).

A member of staff should then act as follows:

1. Check to see if any messages have come in to change end of day arrangements
2. Ring home telephone number/mobile telephone numbers
3. Ring usual collector's mobile number
4. Ring other numbers supplied by parent e.g. work, other mobiles
5. Ring emergency contacts
6. If no-one can be contacted the child will remain in the office supervised by a member of staff until someone can be contacted (or in the kindergarten building in the case of a kindergarten child provided that supervision can be provided).
7. The Principal or designated person in charge should be contacted and informed of the situation and arrange for available staff cover to supervise the child. This might include registering the child in an after-school club.
8. A member of staff should continue to try to contact the parent or emergency contact on the above numbers.
9. If another parent or staff member living near to the child is willing to take the child home this can be arranged only if the parent of the non-collected child gives their permission.
10. A child cannot be taken home by anyone other than the parent without the parent's permission.

If a child has not been collected after *one and a half hours (half-an-hour in case of child attending after-school club)* and there has been no contact with the parent/carer the Principal or designated person will contact the Duty Social Worker at ESCC for advice (via SPOA – see Safeguarding Policy).

Monitoring and review

This policy is monitored by the Proprietors and staff of the school and will be reviewed for changes in procedures and statutory guidelines in accordance with the school's policy review guidelines.