



DOWNSVIEW PRIMARY SHOOOL

NON-COLLECTION OF CHILDREN POLICY

Originator: Carol Christodoulou

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AIMS

This policy explains the school's procedures for handing over children to adults who are not their parent or known carer at the end of the school day, the action that will be taken in the event of late collect of children and the steps which will be taken in event of non-collection of children.

GENERAL PRINCIPLES

At Downsview Primary and Nursery school we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We will act quickly and follow our procedures to ensure children are handed back into the care of their parents/carers at the end of the school day/school activities.

KEY CONTACTS FOR THIS POLICY

Headteacher:

Name: Meghan Pugh

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Designated safeguarding Lead:

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Deputy Designated Safeguarding Leads:

Name: Emma Ricketts

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Designated Safeguarding Officers:

Name: Allison Hearne-Reed

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Name: David Linton

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Name: Annette Nelson (Extended Schools)

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1. INTRODUCTION

Parents/carers are required to provide the details of the person who will normally collect the child and will be informed of the need to notify the school in advance if this changes, giving details of the person authorised to collect the child. Parents must ensure that the details of at least two people who can be contacted in an emergency in the event that the child is uncollected are given to the school.

Parents are asked to inform schools where children are subject to court orders that limit contact with a named individual.

In the event that anyone who is not authorised to do so attempts to collect the child, the school will not allow the child to leave but contact the parent immediately.

2. LATE COLLECTION

The procedures at the end of the school day are as follows:

- Teachers of pupils in Reception to Year 6 will bring the children to the playground at 3.15pm
- Children who are not collected at 3.15pm will be taken to the late collection area in the Y4 shared area
- Parents/carers will be contacted by telephone using all available numbers
- If this is unsuccessful, other adults authorised by the parents/carers, will be contacted
- All late collections are recorded in a 'Late Book' which is monitored by the school's Education Welfare Officer.
- A pattern of late collection will prompt action by the Education Welfare Officer in the form of a letter and, if the pattern continues, an interview.

Late collection from after school enrichment clubs:

- Children attended after school enrichment activities should be collected at the specified finish time of the respective clubs. Late collection of more than 10 minutes from a school run enrichment club, e.g. sports or art and craft clubs on two occasions will mean that the child will automatically lose their place at the club.
- Please note that if a child attends an after school enrichment club their siblings should be collected from school at the usual time of 3.15pm, as there is no separate provision to care for siblings whilst clubs are running.

Late collection from the After School Club

- The school's After School Club finishes at 6.00pm. Late collection will result in a late collection charge of £7.50 for the first 15 minutes after 6.00pm, which will increase by £2.50 for every additional 5 minutes thereafter.
- This payment is to cover the cost of additional time that staff have to stay with children until they are collected. The late fee is payable in cash on collection of your child. If not paid for in cash the fee will be charged to your child's ParentPay account.
- The school reserves the right to withdraw a child's place in the event of continual late collection.

3. STEPS THAT WILL BE TAKEN IF A CHILD IS NOT COLLECTED

In line with the school's Safeguarding Policy, if a child is uncollected at the end of the school day, the school will follow the procedure agreed with children's social care:

- The school will check with the child to see if there are any changes to arrangements for collection and try to make contact with the parent or other family members, and wait with the child until someone comes to collect them.
- Children will not be released into the care of another parent, even where they offer to take the child home.
- The school will contact the Croydon Local Authority's Single Point of Contact (SPOC) Professionals' Consultation Line to seek advice at 4.00pm if there are difficulties in contacting parents or other family members, when necessary.
- If all possible means of contact have been exhausted and no contact can be made with the parent by 4.30pm, the school will contact the SPOC and, if advised to do so, the police, who will arrange to collect the child or make arrangements for the child to be transported to the children's social office.

- The school will regularly ask parents to confirm and update contact details and to nominate a family member or friend who can collect the child in the event that they are unable to do so.
- Where children are regularly uncollected or collected late, this should be discussed with the Designated Safeguarding Lead. If there are also child protection concerns, a referral should be made to children's social care via the SPOC.

4. NON-COLLECTION ARRANGEMENTS FOR AFTER SCHOOL EXTRA-CURRICULAR ACTIVITIES

For children are attending an after school activity, the steps stipulated in this policy for non-collection will apply when children are not collected at the specified finishing time of the after school activity.

5. NON-COLLECTION ARRANGEMENTS EXTENDED SCHOOLS

As our extended school activities are provided by and managed by the school, our own Child Protection Policy and Procedures apply. For children attending the school's After School Club, the steps stipulated in this policy for non-collection will apply when children are not collected at the specified finishing time of 6.00pm.

6. FEEDBACK AND COMPLAINTS

Any complaints or concerns regarding this policy should be made in writing to the Headteacher or Chair of Governing Board.