



St John's
School Billericay

Non-Collection of Children Policy

Date: September 2025

Those Responsible: Mr A Angeli and Mrs A Fleming

To be reviewed: August 2026

Rationale

In the event that a child is not collected by an authorised adult at the end of the school day, or session (Pre-Reception children) the school puts into practice agreed procedures. The procedures ensure that a member of staff cares for the child safely until they are collected.

This policy only applies to the Kindergarten and Junior departments of the school as the senior pupils are able to make their own way home. However, if a senior pupil experiences any difficulty in being collected e.g. if parents have not arrived at the designated time or trains are cancelled then a similar process would be followed.

Authorised Adults

We will only hand over a child to an authorised adult, e.g. mother, father or childminder. Class teachers are aware of the collection arrangements for children in their class. Parents are aware that they need to write a note to the teacher if there is likely to be a change from this arrangement e.g. if the child is going home with a friend's parent etc.

Staff will not release a child to an 'unauthorised adult' unless they have received a note or a phone call from the parent in which case the adult would be referred to as an authorised adult.

In the event of a child not being collected from school:

Parents of children starting at the setting are asked to provide specific information which is recorded on our admissions forms.

Home address and telephone number, any emergency contact numbers as necessary perhaps a neighbour or close relative, parent mobile numbers and work numbers.

In the event that a child is not collected within the designated time, staff would wait a short while in case a parent has simply been held up in traffic etc. However, when the 'grace period' has passed, the office staff will make a phone call to the parents at work, home and on mobiles using the information on Engage. A voice message will be left if the facility exists.

If the parent is contacted, then the school will supervise the child until the parent arrives. This may involve the child waiting with the teacher or being taken to the homework club (Junior children) or After School Club (Kindergarten children). Homework club ends at 5pm and if the child has still not been collected then the child will be taken to the Extended Day facility until 6pm.

If the parent cannot be contacted the following procedures will be followed:

- The child will then be sent to After School Club if they are in Kindergarten or to Homework Club if they are in the Juniors, while the office staff continue to try and make contact with the parents.
- If a second attempt is unsuccessful, then the office staff will contact the emergency contact number.
- The child will remain at Homework club or After School club while the office staff continue to attempt to make contact.
- Homework club ends at 5pm and if the child has still not been collected then the child will be taken to the Extended Day facility until 6pm.
- All reasonable attempts are made to contact the parents or nominated carers.
- At this stage, Andreas Angeli or Amy Fleming should be informed.
- The child will not leave the premises with anyone other than those named on the Engage system unless parents have granted permission.
- If no one collects the child before 6:30pm and there is no one who can be contacted to collect the child, we apply the procedures for uncollected children.
- At this stage, the Safeguarding Lead (Amy Fleming) should be informed.
- We contact our local authority social services department on **0845 603 7627**
- The child will stay at School in the care of a member of staff until the child is safely collected either by the parents or by a social worker;
- Social services will aim to find the parent or relative. If they are unable to do so, the child will be admitted into the care of the local authority.
- Under no circumstances are school staff to go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded in the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

Late Collection from the Extended Day

Due to the current trend towards increased work commitments, childcare staff are increasingly having to deal with the late collection of children. When such incidents arise, St John's aims to protect the child's feelings of security and self-worth while also ensuring staff safety and welfare.

St John's operating hours are 8:00 am to 6:00pm. Staff are employed to work only during these hours and have a right to finish on time. Staff who are delayed due to the late collection of children may suffer public transport delays or may have their own family commitments that they are unable to meet. These staff, when delayed beyond their normal working hours, must be paid overtime. To cover overtime costs and to compensate for inconvenience to staff, St

John's reserves the right to impose a fine of £30 for the first 15 minutes for parents if they collect their children after 6:00pm and an additional extra £30 for each subsequent 15 minutes.