



St Andrew's CE Infants' School

Winchelsea Road, Eastbourne, East Sussex BN22 7PP

Tel: (01323) 724749 Fax: (01323) 410309 Email: office@standrews-inf.co.uk

Head Teacher: Mrs. C. Meakins Deputy Head Teacher: Mr. P. Crossinggum

PROCEDURE IN THE EVENT OF A CHILD NOT COLLECTED AFTER SCHOOL (reviewed Sept 2025)

Purpose:

To ensure an uncollected child is safely returned to their parent/carer, agreed emergency contact or Children's Services as quickly as possible, with minimum distress to the child.

Action

If a child is not collected from school (by 15.05 p.m) and their parent/carer has not informed the school of their intention to be delayed, staff will use the contact numbers, including the emergency contact numbers making every effort to make contact with a responsible adult to ensure the pupil is collected.

If a responsible adult cannot be contacted after 1 hour from when the child should have been collected, the school will contact Children Services for further advice.

If a child has not been collected from an after school club/following a school visit the procedures above apply.

If a child has not been collected, they will remain with an adult or go into after school club. There will be a charge for this service- with the discretion of the Head Teacher.

Parent/Carer Action

If you are going to be delayed on route to collecting your child, please make sure you contact the school and let us know. The staff will reassure your child and make their extended stay as comfortable as possible.

In exceptional circumstances, discretion will be used regarding the above procedures - for example if there is a major disaster or unexpected early closure.

If a child is not collected the child's class teacher will inform the Head Teacher/ Deputy Head Teacher/DSL's.

If a child is repeatedly left at school beyond the pick up times, a meeting must be attended to discuss this and the implications to both the child and the school, with the child's parents/carers. As a duty of care, if picking up does not improve concerns could be raised with Children Services.