



ST. JOSEPH'S COLLEGE
READING • BERKSHIRE

Uncollected Child Policy

Policy Owner CDH (Prep)	Associated documents	Legal Framework
Review by SLT	Review frequency Annually	Next Reviewed date April 2026



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Uncollected Child Policy

This policy applies to all sections of St Joseph's College, including the Early Years Foundation Stage.

1. Procedure for Uncollected Child

If a child is not collected by 6:00 pm, the following steps will be taken:

- Staff will attempt to contact the parent or carers using the provided contact numbers.
- If there is no response, staff will begin calling the emergency contact numbers for the child.
- During this period, the child will be safely looked after by staff.

2. Further Action

If there is no response from the parents' or carers' contact numbers or the emergency contact numbers within a further half-hour period:

- The member of the Senior Leadership Team (SLT) on duty will call the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL).
- The DSL/DDSL will contact the Emergency Duty Team on the Out of hours emergency telephone: 01344 351 999 5pm to 9am, Monday to Friday and 5pm Friday to 9am Monday.

The Emergency Duty Team will:

- Make emergency arrangements for the child's care.
- Arrange a visit to the child's residence.
- Coordinate with the Police if necessary.
- A full written report of the incident will be made.

3. Child's Safety and Welfare

- St Joseph's College commits to ensuring the child's safety until they are collected by a parent, guardian, or carer, or until appropriate alternative care arrangements have been made with Social Care and/or the Police.
- The DSL will maintain a record of incidents where parents/carers fail to collect a child without a valid reason or are repeatedly late.



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- Concerns regarding the child's safety and welfare will be addressed in accordance with the College's child protection procedures outlined in the safeguarding policy.

4. Charges for Collection after 5:15pm

- Prep Pupils collected after 5:15 pm will incur an additional charge of £4.70.
- Pupils collected after 6:00 pm will be charged £15 per 15 minutes or part thereof.

5. Parental Signatures

- Parents must sign the register upon collecting their children if they are collected after the specified times:
 - Prep Pupils: 5:15 pm
 - Senior Pupils: 6:00 pm

This policy is designed to ensure the safety and well-being of all children at St Joseph's College. Parents are expected to adhere to these procedures for the benefit of their children and the smooth operation of the College.



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Uncollected Child Policy Procedures to be followed by staff

This policy relates to all sections of St Joseph's College, including the Early Years Foundation Stage.

If a child is not collected within forty minutes of the agreed collection time or within fifteen minutes of when the premises are closing, we will call the contact numbers for the parent or carers. If there is no answer, the member of staff will begin to call the emergency contact numbers for this child.

During this time, the child will be safely looked after.

If there is no response from the parents' or carers' contact numbers or the emergency contact numbers within a further half hour period, the Head, College Deputy Head (Prep) or the DSL will contact the Emergency Duty Team on 01344 786543.

The Emergency Duty Team will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police. We will make a full written report of the incident.

We undertake to look after the child safely throughout the time that he or she remains under our care, until such a time as s/he has been collected by a parent, guardian or carer, or until appropriate, alternative care arrangements have been made with Social Care and/or the Police in order to prioritise the child's safety.

The DSL will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the College child protection procedures detailed in its safeguarding policy.



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Appendix 1:

Late Collection Form

Pupils collected after 6:00 pm will be charged £15 per 15 minutes or part thereof.

Date: _____

Child's Name: _____

Year Group: _____

Time of Collection: _____

Minutes Late: _____

Late Collection Charge: £ _____

Collected after..	Cost (£)
6.00pm	15.00
6.15pm	30.00
6.30pm	45.00
6.45pm	60.00
7.00pm	75.00

Reason for Late Collection:

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Senior Duty Staff Name: _____

Senior Duty Staff Signature: _____