



Excellence for All  
'Life in abundance'  
John 10:10

# Wantage CE Primary School

Newbury Street, Wantage, Oxon, OX12 8DJ



## WANTAGE CE PRIMARY SCHOOL

### Late Collection of Children Policy

Wantage CE Primary School has a duty of care to protect children and act in their best interests.

We take persistent lateness in collecting a child very seriously. In extreme cases it might be considered as abandonment or neglect of the child, although we understand that occasionally delays are unavoidable. In the event that a child is not collected on time, the following procedure will take place.

- An adult will stay with the child and reassure them that they will not be left alone.
- If the adult needs to leave he/she will find another member of staff within the school to look after the child.
- If the child has not been collected after 10 minutes the adult will make every effort to contact the child's parent /carer.
- If this proves impossible, the adult will try to get in touch with the alternative emergency contacts who are authorised by the parents to collect the child on their behalf
- In the event that the child is not collected by 5.00 pm or that and the school is closing, the police will be called, and social services will be informed.
- The incident will be formally recorded by the school and held on the child's file and the child's file will be shared with Sue Hunter (Chair of Governors).

Date: November 2018

Review date: November 2019



Headteacher: Mr A Browne  
Telephone No. 01235 762396  
Email: [office@wantagece.vale-academy.org](mailto:office@wantagece.vale-academy.org)  
Web: [www.wantagece.org](http://www.wantagece.org)

