

NORTON CP SCHOOL

POLICY TO FOLLOW SHOULD A CHILD NOT BE COLLECTED FROM SCHOOL

January 2026



Vision Statement

Nothing is beyond our reach!

Care and challenge engage and motivate us!

Praise reassures and supports us!

Successes are celebrated and built on!

Norton CP School policy to follow should a child not be collected from school.

- 1: Reassure the child that everything is okay and will be delayed somewhere.
- 2: Telephone named contacts, usually parents, in order of preference on SIMs.
- 3: If it is not possible to speak to anyone – message must be left on their voicemail or answer machine.
- 4: Take the child down to After School Club and explain that we are trying to contact an adult to collect the child as soon as possible.
- 5: At 6.00pm if the child has still not been collected, After School Club staff must contact Liz Parker immediately. Please stay with the child until advised what to do.
- 6: Liz Parker will contact the duty worker at Social Services for further advice.
- 7: The child remains the responsibility of the school until a known adult or Social Care professional collect them.
- 8: Under no circumstances should a child be handed over to any other adult without consent from the person with parental responsibility.

Reviewed 26th January 2026