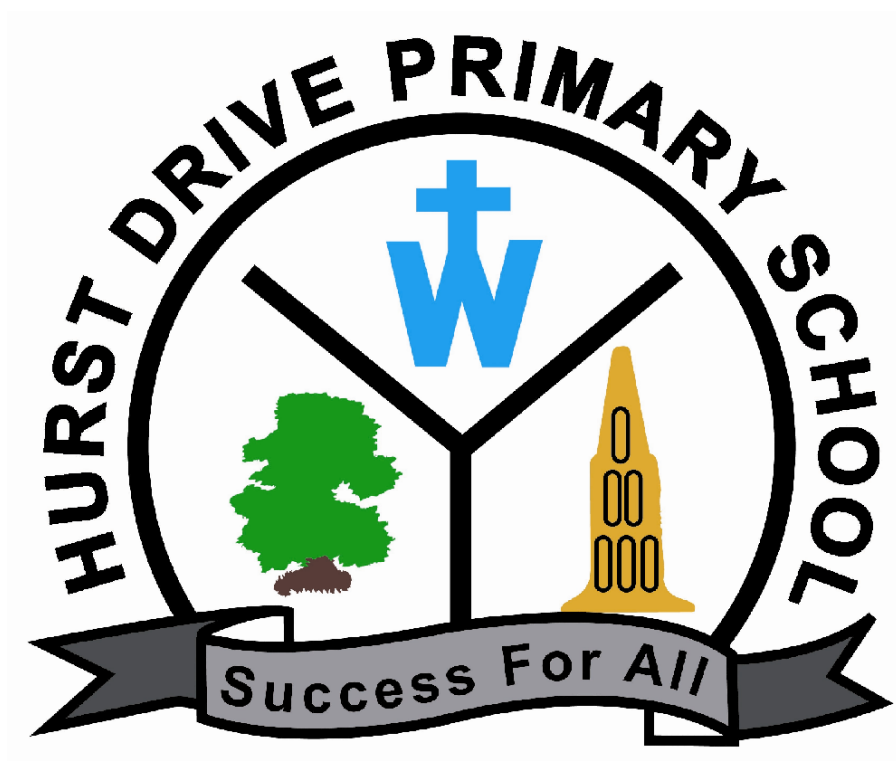


# Late Collection of a Child Policy

## Hurst Drive Primary School



**Person/s Responsible:** Mireilli Forrest (Headteacher)

**Plan Reviewed:** March 2022

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## Contents

1. Rationale .....	2
2. Contact Information and Collection Arrangements .....	2
3. Late Collection.....	3
4. Non Collection .....	4
5. Monitoring and Review.....	4
Appendix 1 – Late Collection Log .....	5
Appendix 2 – Sample Letter for Late Collection of a Child.....	6

### 1. Rationale

Hurst Drive Primary School recognises that it has a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day, or at the end of an authorised activity.

Hurst Drive Primary School agrees to care for a pupil who has not been collected from school until such a time as he/she has been collected by a parent/carer, or until appropriate, alternative care arrangements have been made with Children’s Services and/or the Police, in order to maintain the child’s safety.

Parents/carers need to be aware that to ensure the smooth running of the school, staff members at all levels have work to complete once the school day has ended, and this work cannot be done if staff members are having to supervise any child/ren who have not been collected on time. Therefore, it is important that parents/carers make arrangements to ensure their child/ren are collected on time; only in exceptional circumstances should a parent/carer be late to collect their child/ren and so this should not be a regular occurrence.

### 2. Contact Information and Collection Arrangements

On admission of their child to the school, parents/carers will be required to provide the following information:

- names and full addresses of parents/carers (and confirmation of parental responsibility) authorised to collect the child/ren;
- home, mobile and work telephone numbers of parents/carers; and,
- the emergency contact details of at least two people authorised to collect the child/ren in the event of the parents/carers being uncontactable or in the case of an emergency.

Parents/carers have a duty to keep this contact information up to date, providing the new contact information to the school office whenever circumstances change.

If a parent/carer wishes for their child to be collected by somebody who is not authorised to collect their child, including siblings, whether this is a regular or pre-planned arrangement, the parent/carer must put this in writing or give verbal consent in person or over the telephone that is heard by more than one member of staff.

### 3. **Late Collection**

Parents and carers share in the responsibility to work with school staff to ensure their children are safe and in the care of a responsible adult. With that in mind, it is vital that parents and carers notify the school immediately if it becomes apparent that the person collecting the child may be late.

If no contact has been made with the school regarding the late collection, school staff will follow the procedure below:

1. Any child not collected from their classroom (EYFS/KS1) or the playground (KS2) will be brought to the dining hall at 3.40pm where staff will promptly record each child's name on the late collection log;
2. A member of the administration team will check for any information about changes to each child's normal collection routine (e.g. check the school's messages, voicemail and e-mail account for correspondence from the child's parent or carer);
3. Attempts to contact the parent or carer's home/mobile/work phone will be made; and,
4. Attempts to contact the emergency contacts will be made thereafter; and,
5. If no contact is made within forty-five minutes to one hour after the usual collection time, the Police will be contacted and a referral made to Children's Services.

For each half term, the Family Support Worker will maintain a weekly log of incidents of late collection where no good explanation was given as well as to identify parents/carers who repeatedly collect their child late from school. See Appendix 1.

For every instance of lateness, where no good explanation was given, a letter will be sent home by the Family Support Worker on behalf of the Headteacher to the child's parent/carer notifying them of the possible arrangements that may be put into place for their child if they continue to collect them late and inviting the child's parent/carer to contact the school to discuss their circumstances if applicable. See Appendix 2.

#### 4. **Non Collection**

If a child is not collected from the school by an authorised adult and no contact has been established with the parents/carers within **forty-five minutes to one hour** of the usual collection time, child protection procedures will be employed, namely, contacting the Police to request a welfare check on the family home and making a safeguarding referral to Children's Services.

The Designated Safeguarding Person should keep detailed, timed records of the action taken, and calls made and under no circumstances should staff go to look for the parent/carer or take the child home with them.

Once the situation has been resolved, the **Family Support Worker** will investigate to establish how and why the circumstance arose and to ascertain whether there is anything that the school could reasonably do to avoid a recurrence of this situation.

It may be necessary to discuss with the parent/carer steps that they could take to avoid recurrence; for example, ensuring that the school has current contact details for all adults authorised to collect the child/ren from school.

It will also be necessary to review the procedures used, making changes as needed, to ensure the procedure runs smoothly.

#### 5. **Monitoring and Review**

The policy will be reviewed by the Governing Body every three years, as well as changes being made in light of any issues that arise in the course of implementing the policy.



## Appendix 2 – Sample Letter for Late Collection of a Child

Dear parent/carer,

At Hurst Drive Primary School, the school day finishes at 3:15pm and it's expected that a child's parent/carer make arrangements to ensure their child is collected on time by an authorised adult.

On [date], your child was collected late from school.

If you are regularly late to collect your child, fail to collect your child after 45-60 minutes, or fail to make suitable alternative collection arrangements this may lead to the school contacting the Police to do a welfare check on your family home and a safeguarding referral being made to Children's Services.

May I take this opportunity to remind you to ensure the school has the most up to date contact information for you and any other adults authorised to collect your child.

If you are currently experiencing difficulties in collecting your child on time, please be aware that we offer a reasonably-priced after-school club (i.e. wraparound care) that runs from 3:15-6:00pm each school day. You can register your interest with the Office Manager in order to access this service.

From now on, I hope to see you or an authorised adult (i.e. someone responsible who has your permission to collect your child) at 3:15pm to collect your child from school.

Yours sincerely,

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