





# Late or Non Collection Policy

Taken from 'School Safeguarding Practice Guidance'

<b>Status</b>	Current
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<b>Signed by</b>	 Mrs E Hodge (Headteacher) – 31/03/2023
	 Mrs K Edern (Chair of Governors) – 31//03/2023

## What is the purpose of the guidance?

This practice guidance has been written to assist the Designated Safeguarding Lead for Child Protection (DSL) in considering late collection or non-collection arrangements for children, to ensure effective safeguarding practice.

## Who is it for and when should it be used?

The guidance is mainly relevant to staff working with primary aged children, although will also apply in some circumstances to older children with additional needs.

## Late Collection

Parents and carers share in the responsibility to work with staff to ensure their children are safe and in the care of a responsible adult. It must be made clear to parents/carers that the school must be notified immediately if it becomes apparent that the person collecting the child may be late. Devonshire Road Primary School has clear internal procedures for late collection, which all staff (including those in charge of after school activities) are familiar with, to ensure the situation can be resolved as quickly as possible to cause as little distress as possible to the child.

### These procedures are:

\*Child is taken to the allocated location and becomes in the care of the allocated member of staff (on a rota)

- Check with the office team whether they have received information about any change to normal collection routines
- Attempt to contact the parents/carers at home/work/mobile phone.
- If parents/carers cannot be contacted, telephone other emergency contacts
- If a child is collected more than 15 minutes after the end of the school day or activity, parents are required to provide a reason for late collection and sign to confirm the reason and time.

\*If a child has not be collected by 3:45pm, they will be handed over to the care of the After School Club. Parents/carers will then be charged for the session as per the pricing of the After School Club. Likewise, if a child remains on the premises 15 minutes after their extra-curricular club has ended, they will be handed to the care of the after school club and the parent/carer will be charged.

- The letter in appendix 2a will be sent home to the parent of a child collected more than 45 minutes late and the 'Late Collection Log' in appendix 4 will be completed and stored in the child's safeguarding file.

If a parent/carer wishes for their child to be collected by somebody who does not have parental responsibility (including siblings, if appropriate and in line with school policy), whether this is a regular or pre-planned arrangement, the parent/carer must put this in writing (an email/text is acceptable). In the event of alternative arrangements being made in an emergency, the child's parent/carer must give verbal consent for an agreed person to take the child home. This must be recorded and it is good practice to write to the parent/carer to confirm that this arrangement was made at their request and with their consent (see Appendix 2b).

Concerns about the child's safety and welfare associated with late collection should be dealt with in accordance with the school's Safeguarding & Child Protection policy and procedures, the Bolton's Safeguarding Children Board – Framework for Action local practice guidance.

## Non collection

Parents should be informed that in the event that their child is not collected from the setting 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, the school will follow their child protection procedures, i.e. Police will be informed after this time. A safeguarding referral to Children's Services may be considered if non collection is persistently without a reasonable explanation.

The DSL 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.

Good practice would also be for a letter to be sent to the parent/carer notifying them of the arrangements put into place for their child (an example is shown in Appendix 3) and to invite them in for a discussion about their individual circumstances. Once the situation has been resolved it is important 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 steps that they could take to avoid recurrence e.g. ensuring that the school has current contact details etc. It will also be necessary to review the procedures used to ensure that they worked smoothly and if necessary to amend for future incidents.