



Marshland St James **Primary & Nursery School**

Handover and late collection policy

To aid with continuity for the children, it is the parents' responsibility to arrive on time for child drop off or pick up. Late arrivals and early departures are acceptable but to be avoided if possible.

Marshland St James Primary and Nursery School will be ready to receive the children prior to their arrival at 8.35am and will ensure the children are ready to go home at their official departure time 11.45am for Nursery and 3.15pm for reception through to year 6.

On admission to Nursery and School, parents should supply:

- Names and addresses of parents/ carers (and confirmation of parental responsibility)
- Home and work telephone numbers
- Mobile phone numbers as appropriate
- Two emergency contacts who may be called in the event of the parents/carers being unobtainable or in the case of an emergency

It is the responsibility of the parent/carers to ensure this information is updated annually or when circumstances change.

If a pupil is not collected at the end of the school day or after attending an after school club, it is important to make contact with parent, or anyone on the child's emergency contact list if the parents are unavailable.

Collection Of Child Policy

- Children may only be collected by a recognised parent/ carer
- Staff will ensure they recognise the person collecting the child and will operate a 'hand over' policy
- If a child is to be collected by a different adult, the parent/carers must inform the staff beforehand. A password will be requested from the parent to share with new adult. They will then be asked to share it on arrival to collect the child.
- If the different adult is not known to the staff, the different adult will be asked to quote the Parent Password Code.

- Staff will have the right to refuse to handover the child to an unfamiliar adult if they are unsure of the individual or the password is not shared correctly.
- Children in Y5 and 6 may go home without an adult. However the school or the class teacher will need to have written notification of this at the beginning of the academic year.
- Parents have a responsibility to inform the school if a child is going home with a different child or is being collected by a different adult.
- In the case of marital or custody disputes, unless there is a Court Order in place and school have had sight of this, we as a school do not have the right to prevent a child leaving with either parent who has parental rights.
- Should a parent/carer come to collect a child and we suspect that they may be under the influence of drugs or alcohol, or otherwise unable to care for their child, we will detain the child and attempt to contact another carer (e.g. the other parent or emergency contact) to ask them to come and escort the adult and child home. We may also contact the Social Services Duty Desk for advice and support.

Late Collection or Non collection

It is the responsibility of all parents to arrive in good time to collect their child. If a parent/carer/representative has not arrived after 15 minutes after the end of the school day they are deemed late and the following procedure takes place.

The child will continue to be cared for as usual and every effort will be made to make sure the child is not upset by the situation.

- School finishes at 3.15pm (Nursery 11.45am)
- Teachers and children will remain in their classrooms until 3.25pm (Nursery 11.55am)
- At 3.25pm (Nursery 11.55am) children will be taken to the office for collection
- At 3.30 pm teacher training and meetings begin
- At 12pm lunchtime begins
- At 3.30pm and 12pm the late collection policy applies

The teacher or appropriate member of staff will:

1. Check with the office to see whether a phone call or note has been received
2. If no contact has been made by 3.30pm/12pm, a member of staff will make every effort to contact the parent
3. If the parent cannot be reached, the emergency contacts provided will then be called.
Contact numbers will be stored on the School's Management Information System (MIS) ours is currently Bromcom
4. School will continue to try to make contact with parents/ carers and or emergency contacts for the next 30 minutes

5. If, after 45 minutes the parent or carer has still not arrived and staff have been unable to make contact with another member of the family or family friend it may be necessary to contact Children's Social Care Services and take their advice.
6. Record of actions will be made on the school recording system by the Senior Designated Safeguarding lead or in their absence the Deputy Safeguarding lead.

After school clubs

All clubs finish by 4.15pm and children must be collected at that time. In the event of late/ non collection the same procedure will apply.

1. Check with the office to see whether a phone call or note has been received
2. If no contact has been made by 4.30pm, a member of staff will make every effort to contact the parent
3. If the parent cannot be reached, the emergency contacts provided will then be called. Contact numbers will be stored on the School's Management Information System (MIS) ours is currently Bromcom
4. School will continue to try to make contact with parents/ carers and or emergency contacts for the next 30 minutes
5. If, after 45 minutes the parent or carer has still not arrived and staff have been unable to make contact with another member of the family or family friend it may be necessary to contact Children's Social Care Services and take their advice.
6. Record of actions will be made on the school recording system by the Senior Designated Safeguarding lead or in their absence the Deputy Safeguarding lead.

In all situations the parent/carers will be reminded about the collection time.

In the case of a club if it happens a second time the child will no longer be able to participate in the club

All late collections will be reviewed termly.

For Breakfast Club running before the start of the school day, the child remains the responsibility of the parent until they are 'handed over' and registered with an appropriate adult.

Any person sent to collect a child from school must be over 14 years old and the parent of the child must have given consent. School may check this consent prior to releasing a child.

Adopted December 2024

Review date December 2026