



Late Collection from School Procedure

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Date agreed by Governing Body: July 2024

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Date of next review: June 2026

In line with our Christian values, Stanground St John's C of E Primary has statutory duty to safeguard and promote the welfare of its pupils. This duty extends to having arrangements in place for dealing with children not collected from school at the end of the school day or after-school activity.

Upon starting school, office staff will record the address and contact details of both parents/person with parental responsibility for the child along with details of the child's emergency contacts. In line with KCSIE 2023, details for at least two contacts will be sought. The adults with parental responsibility must inform the school of any subsequent changes to these details.

Only an adult identified by a carer with parental responsibility can collect children from school. A password must be given by the parent (and used by the adult collecting) if an unfamiliar adult is collecting.

Written consent from parents/carers must be given for children in Year 5 or 6 to walk home alone.

There may be occasions when parents/carers fail to collect a child on time, for example due to an accident, illness or other emergency. We would expect parents/carers to inform school of this occurrence as soon as is possible. When a child has not been collected from school at the end of the day and it has not proved possible to contact the parents/carers/emergency contact person for the child, this situation can be time consuming for the school and can be upsetting for the child.

The guiding principle in dealing with any situation in which a child is not collected from school must be to minimise distress and for him or her to remain in safe surroundings and/or with familiar people, for as long as is practically possible. If a child has not been collected, the school should make every possible attempt to contact the parents/carers. The child may well be able to indicate if something out of the ordinary has happened at home (e.g. parental illness or absence). It is important that the child does not overhear potentially stressful conversations whilst school are trying to contact parents/carers.

If the school cannot contact anyone, they will make every effort to reassure the child and keep him/her in a friendly and familiar place until an identified person arrives. School will not release a child into the care of another adult without the consent of the parents/carers.

Only in exceptional circumstances will a child be taken home by staff members. Should circumstances require it, two members of staff must be present to walk a child home and a contact person must remain in school. Members of staff will not drive a child to the home of the child unless there are exceptional circumstances and/or as agreed with parents or other statutory partners (i.e. social care/ police). For this to happen there must be adequate insurance cover and regard should be paid to any information regarding special needs or behavioural difficulties. Two adults should be present. *This must all be with the agreement of the Headteacher or a DSL in her absence.*

Parents who are repeatedly late in collecting will be invited to meet with the Headteacher to discuss how to improve this.

Where late collections are repeated (more than once per term) from either school or after-school club, then the school may charge for child-care costs (see Charging Policy). This will be charged at the rate of £10 flat fee (beginning from 10 minutes after the collection time).

PROCEDURE FOR CHILDREN NOT COLLECTED AT THE END OF THE DAY

- If a child not collected on time, he or she will remain with class teacher in the playground or at the point of dismissal for an extra five minutes.
- If there is still no collection, staff member will escort child to the office area and notify office staff.
- The teacher or member of office staff will contact parent and then emergency contacts if necessary.
- The teacher will remain with the pupil until 3:30pm
- Child will be supervised by office school staff until 3:34pm.
- Any Late collection to be recorded on CPOMs when exceeds 20 minutes (or is repeated)
- In exceptional circumstances, two members of staff may walk a pupil home with the agreement of both the parent and the Headteacher (DSL in their absence).
- If no contact made by 3:45, the DSLs are to be informed and assume supervision.
- Information is to be gathered as to status of child (i.e. LAC, CIN, CP, not known to services etc.) and any relevant issues.
- After an hour of late collection and if there is still no contact from parents, then social care to be contacted for advice/ support 01733 317427 or 01733 864170
- DSL/ DDSL is to remain in school until child is collected by either parent, emergency contact or social care workers. If the child is taken into the care of Social Care, they will take the responsibility for tracing the parents/carers and feeding back to school the outcomes of the situation.
- A school governor may be contacted in case of emergency to support the DSL.
- When calling Children's Social Care, have available child's name, date of birth, parent name/s and address (information available on Pupil Asset)