

St. Andrew's C.P. School



Kirk Ella

Late Collection Policy

Date of last Review: October 2020

Review in: Autumn 2022



Kirk Ella St. Andrew's CP School

Late Collection and Abandoned Child Policy

This policy explains the protocol for dealing with children who are not collected at the end of the school day/activity.

Introduction

Under Section 175 of the Education Act 2002, Local Authorities and Schools have a duty to safeguard and promote the welfare of children. This duty should include making arrangements for dealing with children not collected at the end of a school day or at the end of a school activity which is authorised by the school, and where the Governing Body extends responsibility for the use of school premises.

These actions have been agreed by governors and parents are made aware of the protocol in the Home School Agreement, the school website, the new intake parents meeting and when their child starts school.

Kirk Ella St Andrew's Community 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.

On admission of their child to the school, parents should supply:

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

This information should be updated annually or whenever circumstances change. It is a parents responsibility to notify the school of any changes.

Parent Responsibility

It is the parent/carer's responsibility to ensure that the pupil is collected by a responsible person. The school must be notified immediately it becomes apparent that the person collecting the child may be late.

Two things happen when parents are late picking up your child.

- First, your child becomes anxious about why you are late.

- Second, staff, still have work after school and may be delayed e.g. Staff Meetings. It also may delay family commitments or stay at school past their scheduled time making them late for their own pickups, afternoon or evening engagements.

Staff work hard each day providing an enriching environment and activities for your child and we appreciate emergencies do happen but we all need to listen, be fair and support school, rules and systems. We will look at every incident on an individual basis.

Procedures for office staff:

1. If a child has not been collected, teaching staff should wait with a child for five minutes until the parent(s)/carer(s) arrive.
2. If the parent(s)/carer(s) do not arrive the child(ren) should be taken to the school office and a late pick up is registered in the 'Late pick up book'. Initial attempts to talk to the child can be made as they may well be able to indicate if something out of the ordinary has happened at home (e.g. parental illness or absence). On some occasions, another parent may offer to take a child home with them. Schools should never release a child into the care of another adult without the consent of the parent(s)/ carer(s). Neither should members of staff take, or drive, children to their home or to the home of the child(ren) without permission.
3. Initial attempts to contact parents/carers should be made after 3.30pm. If this has not been possible, at 3.40pm, all emergency numbers supplied by the family should be attempted and the Headteacher or senior member of staff should be notified.
4. If no contact has been made and no one has arrived to collect the child when one hour after school closing time has elapsed, then the school should record it a child protection concern and contact EHash to seek advice.

A child should never be sent to an after-school club (unless arrangements have previously been made with all parties) if the parent(s)/ carer(s) has not arrived. It is the responsibility of the school to follow these procedures in order to contact the parent.

These arrangements can also be implemented in the following circumstances:

- Where a parent does not arrive to collect the child and no contact can be made because the telephone numbers (including any emergency numbers) provided by the parent/carers have been cut off or are unobtainable.
- Where the person calling to collect the child is not considered an appropriate adult, e.g. is under age, appears intoxicated, and it has not been possible to contact the parent/carers or emergency contact.

Other arrangements for a Parent

- If a parent/carers wishes for their child to be collected by somebody who does not have parental responsibility for the child, whether this is a regular arrangement or a one-off

situation, the parent/carer must inform the main office staff, by 2.30 pm although in emergencies we realise this maybe later.

- 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.

Kirk Ella St Andrew's Primary School agrees to care for the pupil who has not been collected from school until they have been collected by a parent/carer, or until appropriate, alternative care arrangements have been made.

The School's Designated Safeguarding Lead (DSL), will keep a record ('late pick ups book') of incidents where parents/carers do not collect a child from school or are late for no explained or good reason or where there are repeated incidents. Teachers must inform the office staff of any late collections and these must be recorded in the 'late pick up' book.

The late pick up book will be stored in the main office and will be monitored by the DSL team. A phone call will be made for regular lateness if parents have not been talked to already. They will be reminded of the school policy for late pick up. If further issues arise then a meeting will be called.

This Policy will be updated in Autumn 2022