



POLICY TITLE	Late Collection of Children Policy
UPDATED	January 2024

Aim

To ensure all children are collected on time. There are two reasons for this:

- Children who are left behind feel an increasing level of anxiety and distress the longer that they are unsure of where their parents are. Clearly this is not a good thing to happen to any child.
- The impact on the school of having a child left behind at the end of the day is also great as it requires a member of staff to supervise that child.

Introduction

School staff are responsible for the pupils during school hours, i.e. between 8.40a.m. and 3.15p.m., unless children are enrolled in breakfast club or after-school club. Staff have other responsibilities, such as professional development meetings, planning meetings and marking to complete after school hours. To uphold a good standard of education for the children, it is important that staff are enabled to proceed with these responsibilities.

If there is an emergency, which prevents a parent from picking up their child, procedures need to be in place to ensure their safety.

If a parent/carer has an emergency whereby they are unable to collect their child at the end of the school day, the school office should be informed as soon as possible and preferably before the end of the school day.

The late collection policy will operate to the following timetable from the end of the school day:

- School finishes at 3:15p.m.
- Teachers will remain with their class until 3:25p.m.
- At 3:25p.m. children will be taken to the office for late collection
- From 3:30p.m. the late collection policy applies.

Procedure for when a child is not collected by 3:30p.m.

- Check for information received, regarding changes to the normal collection routine
- Contact parents, using telephone numbers provided
- Contact other persons authorised by the parents to collect the child
- The child will not leave the premises with anyone other than those authorised by the parent/carer
- If no one collects the child by 3:45p.m., SLT to be informed
- From the end of the school day until 5:00p.m., the school can consult the Participation Team Duty Key Worker (01895 250858). A participation key worker may visit the family address to check on a parent if no contact has been possible before 5:00p.m.
- If a child has not been collected by 5:00p.m. the school must contact the Stronger Families Hub on 01895 556006 (24/7 number). If a parent fails to collect a child more than once in a half term with no good reason an Early Help Assessment (EHA) is recommended from the school to Stronger Families to assess any underlying concerns
- A member of staff will wait with the child and follow the recommendations of the Stronger Families team
- A full written report will be recorded of the incident and kept in the child's file

Procedure for repeated late collection of pupils

We accept that, occasionally, there may be circumstances that prevent a parent/carer from picking up their child at the correct time. However, the following procedures will be followed, if this becomes a regular occurrence.

- 1st time late – member of staff will speak to the parent.
- 2nd time late within a half-term period- A letter will be sent to the parent with a reminder of their responsibilities.
- 3rd time late within a half-term period- A meeting will be set up with the parent and a member of the SLT to find a solution to the problem.
- 4th time late within a half-term period- A referral may be made to Social Services as this may be deemed as neglect.

All incidents of late collection will be recorded in a file kept in the school office. This will detail the pupil's name, class, time of collection, reason given for the late collection and parent's signature.

After School Clubs

All clubs finish by 4:15p.m. Children must be collected by the agreed time stated on the afterschool club letter. If a child is not collected on time:

- 1st time, the parent/carer will be reminded about the clubs finishing time and also that if they are late again the child will not be able to attend the club.
- 2nd time, the parent/carers will be informed that their child will no longer be able to participate in the club.
- Late collections for clubs will be reviewed termly.