



Late Collection Policy

Written By	Senior Staff, School Office team
Frequency of Review	2 years
Date reviewed and approved by Governing Body	November 2023
Date of next review	November 2025
Display on Website	✓
Purpose	The School ensures that there are clear protocols in place for pupils who are not collected on time or not collected at all.
Consultation	Governors ✓
	Parents x
	Pupils x
	Staff ✓
Links with other policies	Safeguarding Child protection

Our aim

We aim to provide a safe and caring environment. In the event that a child is not collected and a parent is delayed, they will be reassured in order to cause as little distress as possible. In the event that a child is not collected by an authorised adult, we put into practice the agreed procedures, unless agreement to walk home alone has been obtained.

Procedures to be followed

1. Late Collection

- Parents/carers of the child/ren starting school are required to provide specific information which is recorded on the child's registration form and must include information about any person who does not have legal access to the child.
- On occasions when parents/carers or the persons authorised to collect the child are not able to do so, i.e. such as the child visiting a friend's house after school or attending an after school club, they should make sure their child's class teacher and the office are notified.
- On occasions when parents/carers are aware that they will not be at home or at their regular workplace they need to leave alternative contact details with the office.
- In the event that the parent/carer is running late or has made alternative collection arrangements with a friend/relative they should ring the school office to advise us of those changes so that both the teacher and child are notified.

If it appears that there have been no alternative arrangements made for the collection of a child by the parents/carers, the school staff should take the following steps:

- Attempt to phone the parents/carers that are given on the child's form. PLEASE MAKE SURE WE ALWAYS HAVE AN UP TO DATE PHONE NUMBER.
- Attempt to contact any other adults identified as emergency contacts on file.
- Attempt to contact any other parents/carers who are known to the family to gather information on the parent's whereabouts.
- All reasonable attempts will be made to contact the parents/carers or emergency contacts. If the child is known at the after school club, Acorns, then they should be contacted to see if the child should be with them.
- The child does not leave the premises with anyone other than those named on their file.
- The child will remain with a member of staff until collected, highly likely to be within Acorns. A charge will be made if a child is placed in the after school club to await collection.

- If no-one collects the child after one hour and there is no one who can be contacted to collect the child, we apply the procedures for non-collected children.

Late collections are recorded on our signing out system and are reviewed termly by the Headteacher.

2. Non-Collected Children

- Under no circumstance are staff to take the child home with them. If there has been no contact made, or no staff available on the premises after an hour, the school will telephone the police and give the child's details i.e. name, DOB, address, names of parents/carers and any other contact details. Senior Leaders (Head, Deputy) and Safeguarding will also be informed.
- The police are likely to complete a home visit and/or undertake basic enquiries in order to locate the child's parents/carers.
- If the police can not locate an appropriate adult to come for the child, they will notify social services via the emergency duty team, who will arrange for the child to be cared for, (possibly with foster carers).
- The police may decide to take out a police protection order (PPO) as part of this process.
- The Headteacher should discuss the incident with the parent/carer at the earliest opportunity in order to address the issue and prevent any further incidents.
- The Headteacher will also make a referral to SPA (social services).

Mrs P Utting
Headteacher
November 2023