



**Great Bedwyn C. E. Primary School**

**Late Collection policy**

This policy was adopted by the Governing Body on: *20 April 2016*

Date to be Reviewed:

Review Body: *Full Governing Body/Relevant Committee*

## **Aim**

We aim to provide a safe and caring environment. In the event that a child is not collected or delayed, they will be reassured in order to cause as little distress as possible. We inform parents/carers of our procedures so if they are unavoidably delayed they will be aware of procedures being followed. 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.

## **Methods**

Parents of children starting in the school are asked to provide specific information which is kept in our data file in the office including:

- Home address and telephone number of parents/ carers
- Place of work, and telephone number ( if applicable)
- Mobile telephone number (if applicable)
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the school i.e. childminder, relative, neighbour
- Information about any person who has been denied legal access to the child
- Information about who has primary responsibility for the child

If there are any changes to any of the above we ask that the school office is notified immediately.

When there is a change to the end of the day arrangements we ask that parents inform the class teacher at the beginning of the day.

We inform parents that if children are not collected at the end of the day we follow the following procedures:

In the event that the parent/carer is running late or has made alternative collection with a friend/relative they should ring the school to advise us of those changes so that both the teacher and child are aware.

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

- Messages are checked to see if there are any changes to the end of day arrangements
- Parents/ carers are contacted at home or work
- If this is unsuccessful other authorised adults are contacted
- In the meantime the child will wait near the office under adult supervision

## **Charges for late / non-collection of children**

Under Section 457 of the Education Act 1996 and relevant Regulations the school governing body has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time after the close of the school day or after school activity.

Great Bedwyn School governing body have decided not to enforce these charges. However, it must be respected that teachers have a huge amount of work to do once the children have gone home.

### **Procedures for Non-Collected Children**

#### Late Collected Children

- Late collection will be classed from 15 minutes after school has finished. All late collected children will be recorded in the “late book” and this information may be passed on to the school’s educational welfare officer (EWO) for further investigation.
- Where a child has 3 recorded late collections in one half term a letter will be sent home to the parents. (see appendix A)
- Where there is no improvement in late collection a second letter will be sent and a referral made to the Children and Family Practise.

#### After School Clubs

- Where children are collected more than 15 minutes late from a school-run after-school club on 2 occasions they will automatically lose their place at after school clubs for the rest of the academic year.
- If children are collected late or not collected, the Procedures for Non-Collected Children will apply.

#### Non-Collected Children

- Under no circumstances are the staff to look for the parent, nor do they take the child home with them.
- If there has been no contact made after one hour, or no staff available on the premises, the police will be telephoned and given the child’s details i.e. name, DOB, address, names of parents/carer’s and any other contact details.
- Children’s Social Care may also be informed
- If the police cannot locate an appropriate adult to come for the child, they will notify children’s social care via the emergency duty team, who will arrange for the child to be cared for, (possibly with foster carers).
- Should the parent fail to collect the child before 4.45pm then the head teacher will ensure that the child is taken to the police station or the allocated after hours social care.
- The police may decide to take the police protection order (PPO) as part of this process.
- If there are two or more such episodes within a six week period, staff will make a referral to Children’s Social Care.
- A full report of the incident will be written and placed in the child’s school file.

### **Persistent Late Collection**

If a family is persistently late in collecting a child then the head teacher will consider taking further action that may include a referral to the Children and Family Practise.

Dear Parent / Carer of

I am writing to you regarding the number of times your child has been collected late from school this half term. Your child has been collected late on \_\_\_\_\_ or more occasions this half term. It is the parents' responsibility to ensure children are collected on time and being collected late is very distressing for the child/ren concerned.

If all reasonable attempts have been made to make contact with parents, carers or any other nominated person, and these have failed then the school will contact the police and / or the Children's Social Care Team.

The School's Designated Person for Child Protection will keep a record 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. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Child Protection Policy and Procedures.

This letter is intended only to make you aware of the problem so you can begin to address it. I look forward to an improvement in the situation.

Yours sincerely

Headteacher