

John Perry Primary School



Late Collection Policy

Date: September 2019

Review date: September 2020

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. This protocol is an example of arrangements which have been agreed by The Local Safeguarding Team, the Police, and Local Authority Children's Services.

John Perry Primary 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. The protocol will be brought to the attention of parents, in writing, when their child starts school.

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

- names and full addresses of parents/carers (and confirmation of parental responsibility) authorised to collect the child/ren
- home and work telephone numbers
- mobile phone numbers where appropriate
- the emergency contact details of two people who may be called in the event of the parents/carers being unobtainable or in the case of an emergency (contact information for a minimum of two people)

This information should be updated annually or whenever circumstances change. It is the parent/carer's responsibility to ensure that the pupil is collected by a responsible person. The school must be notified immediately if and when it becomes apparent that the person collecting the child may be late.

John Perry Primary School agrees to care for a pupil who has not been collected from school, until such a time as he/she has been collected by a parent/carer, or until appropriate, alternative care arrangements have been made with Social Care, and/or the Police, in order to maintain the child's safety.

All parents will be reminded of this protocol via newsletters and parent mail each term. The School's Designated Person for Child Protection/Safeguarding 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/Safeguarding Policy and Procedures.

Our procedures:

Late collection procedures

- Teachers bring children to the medical room 10 minutes after their home time
- Office staff member to supervise children in the medical room (see rota)

- Member of SLT (see rota) in main entrance from 3.20 each day with the 'Lates record'
- On arrival to collect children, parents must report the reason they are late to SLT
- SLT to record child's name, class, date, if a call home has been attempted, time they are collected and the reason given for the late collection. Parents and SLT to sign the record.
- **Parents do not need to use the electronic screen to sign children out at this time as it after school has finished**
- SLT to record the time they are collected and parents to sign. SLT to monitor frequency of lates.
- General letter to go out regarding prompt collection and lates procedure
- Warning letter to frequently late parents
- Referrals to be made to the external Attendance Adviser in cases of frequent lateness

If a child is not collected by a parent/carer after the school day or approved activity, the Head Teacher or Designated Person will be notified. Every effort will then be made to contact the parent/carer, or failing that, the emergency contact.

In the case of a pupil not being collected and no contact being made WITHIN 45 MINUTES OF THE USUAL COLLECTION TIME, the school will ring the LBBB Safeguarding Team (MASH) to seek advice and to inform them that they may need to make arrangements for the alternative care of the child.

Social Care will give advice and make appropriate checks. However school will continue to be responsible for trying to contact the parent/carer/emergency contact and to keep Social Care updated about the situation.

If there are any concerns about the welfare of the parent/carer, Social Care may ask the local Police to visit the home address; please note that the Police cannot themselves provide a place of safety for a child

If attempts to contact a parent/carer are still unsuccessful, school and Social Care will jointly take responsibility for arranging for children to be transported to the Social Care team, or other appropriate venue, who will arrange a place of safety. This is considered to be a last resort and parent/carers should do their best to ensure that this is not necessary. Social Care will notify the school of the child's placement and provide contact details as appropriate. It will be the intention to return the child to the parents/carers at the earliest opportunity.

Date: September 2019

Review date: September 2020