

Late Collection of Children Policy

Written by: SMT **Date:** April 2016
Approved by: Council **Date:** May 2016
Reviewed by: Kaycee Fordham **Date:** January 2018

History of review: This is the first revision of the original policy, which was the first of its kind at South Devon Steiner School.

Date for next review: October 2019

Policy Statement:

Sometimes children are collected late because of an emergency. In this case the school needs to be informed by the child's parent/carer at the earliest opportunity and the child will be looked after by school staff until the child is picked up. In an emergency situation where a number of children need to be picked up late, e.g. road blockage, adverse weather, flooding etc., the children will go to afternoon care if this is running on the day or a teacher will look after them until they are picked up. In these cases the late-pick-up fee is not applicable.

In the event that a child is not collected by an authorised adult at the end of the school day, the school puts into practice agreed procedures. We will ensure the situation can be resolved as quickly as possible to cause as little distress as possible to the child. Staff's other commitments will also be taken into consideration. We inform parents/carers of our procedures, so if they are unavoidably delayed they will be aware of procedures being followed.

Procedure:

Parents of children starting in the school are asked to provide specific information which is kept in our school management system, including:

- Home address and telephone number of parents/carers
- Place of work and telephone number (if applicable)
- Mobile phone 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. child minder, relative, neighbour
- names and phone numbers of 2 emergency contacts
- Information and relevant documentation 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 either the

class teacher by written, signed note in the morning or the reception office by 11.30 am for lunch time pick-up or by 2 pm for afternoon pick-up.

We inform parents that if children are not collected at the end of the day, we reserve the right to implement the following procedures:

- 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 and emergency contacts are contacted
- In the meantime the child will wait in reception under adult supervision
- If the child is not collected after 15 minutes (12.35 pm for Kindergarten, 12.45 pm for lunchtime finish and 3.15 pm for 3 pm finish), they will remain in the main office (upstairs) for which parents/carers will be charged £5 per 10 minutes. This will be added on to the following school invoice. We are working towards extended Afternoon Care which would then take any late children on and the parents would be charged an ad hoc Afternoon Care rate.
- Parents will be asked to sign a Late Collection of Child Incident Form on pick-up
- If the child has not been collected after one hour we will follow our safeguarding procedures and contact MASH (Multi Agency Safeguarding Hub) on 0345 155 1071.
- MASH will aim to find the parent/carer or relative and if unable to do so the child will be placed into care of the Local Authority
- Under no circumstances will the staff go looking for the parent or take the child home with them
- A full report of the incident will be written and placed in the child's school file

This policy will apply to children up to their 12th birthday, unless there is a written authorisation and consent between the school and the parent/carer allowing them to go home with a sibling, another parent or alone. Children under the age of 7 will not be allowed to go home alone in any event.

Controls:

Pupil Information and Annual Consent form
Late Collection of Child Incident Form

Information/advice/guidance:

Compliance:

References:

Pupil Information and Annual Consent form
Safeguarding & Child Protection Policy
Drop-off and Pick-Up Policy
Parent Information Policy