



Late Collections Policy

Policy Owner	Mrs Scott
Date Approved	25 September 2023

<u>Admin use only</u>	
Location	
Website	
Learning Platform	
Policies File	
Staff room	
Headteacher's File	
Policies Log updated	



Protocol for dealing with children not collected from school at the end of the school day/activity.

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.

Loxdale Primary School 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/afterschool club, parents should supply:

- names and full addresses of parents/carers (and confirmation of parental responsibility)
- home and work telephone numbers
- mobile phone numbers where appropriate
- the emergency contact details of at least two people who may be called in the event of the parents/carers being unobtainable or in the case of an emergency

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 person who the parent/ carer deems to be responsible. School would ideally recommend that this person is aged 14 or over (at least Year 9). The school must be notified immediately it becomes apparent that any person collecting a child may be late. School will also require written consent from parents/carers if they wish their child to be collected by any person under the age of 18. Verbal consent can be approved by a member of the Senior Leadership Team if deemed necessary and urgent. School reserves the right to refuse to allow a child to be taken home by another minor if they believe to do so would place the child at risk of harm.

Loxdale Primary School agrees to arrange for 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. This will be through the school's after school care provision (Tea-Time Club) and will be charged as per the club's charging policy.

All parents will be reminded of this protocol via newsletters and parent mail each term.

The school will keep a record of incidents where parents/carers persistently fail to collect their child from school or are persistently late for no explained or good reason. If there are any concerns about the child's safety and welfare, these will be dealt with in accordance with the School's Child Protection/Safeguarding Policy and Procedures.

Our procedures:

- If a child is not collected by a parent/carer after the school day or approved activity, the Headteacher or designated senior member of staff will be notified. Every effort will then be made to contact the parent/carer, or failing that, the emergency contacts.
- If parents/carers have not collected their child/children by 3:45pm, the child will automatically be taken into the afterschool club (Tea-Time Club) and parents will be charged in accordance with the afterschool club charging policy. The school will continue to try and contact parents/carers.
- Children who have not been collected within fifteen minutes of the end of an afterschool club activity (by 4:45pm) will also be taken to the afterschool club (Tea-Time Club) and again parents will be charged in accordance with the afterschool club charging policy. The school will continue to try and contact parents/carers.
- Information will be shared with the Tea-Time Club in line with the school's Privacy Notice which can be seen on the school's website.
- The Headteacher or designated senior member of staff will be notified of any child who has not been collected from school and who has been taken to Tea-Time Club. If no contact can be made with parents/ carers then the Headteacher or designated senior member of staff will remain on the premises until an appropriate placement is secured.
- In the case of a pupil not being collected from Tea-Time Club by 5pm and no contact being made, the school will ring Wolverhampton Safeguarding Team or allocated Social Worker to discuss the concerns and ask advice. This will allow the Social Care Team to be aware of the possibility that they may need to make arrangements for the alternative care of the child. For information which may need to be passed on, see Appendix A.
- 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.

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- 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(ren).
- 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 another 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.

Appendix A

List of information which may be required by Contact Centre/Social Care in the event of a child being referred as not having been collected:

* Child's details:

Name/date of birth/address/gender/ethnicity/religion/first language or communication needs/SEN or behavioural needs/medical needs/ dietary requirements

* Brief outline of incident

* Name, role and contact details of referrer

* Parent/carer/emergency contact details:

name/address(es)/contact telephone numbers

* Any current/previous child protection concerns

* Any previous incidents of child not being collected