

## St Lawrence C of E (Aided) Junior School

### Late Collection of Children Policy

#### 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.

#### Late Collection

- Parents of the child/ren starting school are required to provide specific information which is recorded on the child's registration form and include information about any person who does not have legal access to the child.
- On occasions when parents or the persons authorised to collect the child are not able to do so, such as the child visiting a child's house after school or attending an after school club, they should make sure their child's class teacher and the office are aware with plenty of notice – **never on the same day**.
- On occasions when parents are aware that they will not be at home or at their regular workplace they need to leave alternative contact details with the staff.
- 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 with as much notice as possible.

**NB:** If parents have children at other schools who need to be collected, arrangements must still be made to have their child collected from St Lawrence as no child should be left **for any amount of time** in the office waiting for collection. These children are **not** supervised and are **not** the responsibility of the school. Children may wait outside the school gates for collection, go home with a friend or by themselves with permission of their parents. The school does not offer a 'grace period' for collection.

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

- All reasonable attempts will be made to contact the parents or nominated carers or emergency contacts. The school will attempt to phone the parents/carers that are given on the child's contact form.
- Attempt to contact any other adults identified as emergency contacts on file.
- Attempt to contact any others parents/carers who are known to the family to gather information on the parents' whereabouts.
- If the child is known at the After School Club 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, nominated or verbally agreed by parents.

- The child will remain with a member of staff until collected.
- If no one collects the child after a reasonable\* period of trying and there is no one who can be contacted to collect the child, we apply the procedures for uncollected children.

### **Uncollected Children**

- Under no circumstances are staff to take the child home with them. If there has been no contact made, or no staff available on the premises after a reasonable\* period, the school will telephone the police and give the child's details i.e. name, date of birth, address, names of parents/carer's and any other contact details.
- 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 cannot 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.
- If there are two or more such episodes within a six week period, staff should make a referral to social services. We would contact the local authority and inform the Children's Services Contact Centre.

\*What is deemed reasonable will be decided by the Headteacher.

Reviewed: March 2017

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