

## Late Collection Policy

### Introduction

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

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

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

- Names and full addresses of parents/carers (and confirmation of parental responsibility);
- Home and work telephone numbers;
- Mobile phone numbers where appropriate;
- Two emergency contacts 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 child is collected by a responsible person. The school must be notified immediately it becomes apparent that the person collecting the child may be late.

The School's Designated Safeguarding Person [DSP] 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. For this reason, the School Office will complete a Late Collection register for any child picked up late. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Safeguarding Policy and Procedures. In situations where the administrator or Child Protection Designated Person considers it appropriate, a letter will be sent to the parent/carer notifying them of the arrangements put into place for their child.

### Procedure

If a child is not collected by a parent/carer within fifteen minutes after the school day or approved activity, every effort will be made, by the teacher or receptionist (if informed by the teacher) in the first instance, to contact the parent/carer or, failing that, the emergency contact previously provided by the parent. Emergency contact details are provided for each child and are kept in their contact folder in the School Office.

After fifteen minutes the child should be brought directly to School Office after the teacher/receptionist has tried to contact the parents. The Administrator is responsible for informing the Designated Safeguarding Person of any children who are not collected on time.

In the case of a pupil not being collected and no contact being made within 30 minutes of the school finishing time, the school will ring the Duty Social Worker at Wiltshire



## 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:

|   |  |
|---|--|
| Name  |  |
| Date of birth                                       |  |
| Address   |  |
| Gender  |  |
| Ethnicity   |  |
| Religion  |  |
| First language or communication needs               |  |
| SEN or behavioural needs                            |  |
| Brief outline of situation                          |  |
| Name, role and contact details of referrer          |  |
| Parent/carer/emergency contact details:             |  |
| Address(es)   |  |
| Contact telephone numbers                           |  |
| Any current/previous child protection concerns      |  |
| Any previous incidents of child not being collected |  |

## Appendix B:

For use when a child has not been collected more than 15 minutes late,

(To be put onto School letter-headed paper)

[Name of Parent/Carer]

[Address]

[Address]

[Address]

[Post Code]

Date:

Dear [parent/carer],

As you are aware, [Child] was collected late from school on [date]. I would like to remind you that, in order to safeguard the welfare of your child, the School is obliged to implement our Late Collection Procedure for children not collected on time at the end of the School day.

If you are regularly late to collect your child, or if you are at any time more than 30 minutes late to do so, we are required to contact Social Care to report this and ask their advice. If, after 30 minutes, you cannot be reached, Social Care may make arrangements for your child to be taken to a safe place.

I do apologise for the serious tone of this letter, but I wished to make you aware that we are obliged by law to meet the Child Protection regulations for schools, and our Late Collection Procedure is important in helping us to meet some of these obligations.

Please do speak to either myself or your child's teacher if you are currently experiencing difficulties in collecting your child, or if you would like to discuss this further.

Thank you very much for your understanding.

Yours sincerely,

[Name]

[School Administrator or Child Protection Designated Person]

## Appendix C

For use when a child has not been collected within 30 minutes, and Social Care has been contacted.

(To be put onto School letter-headed paper)

[Name of Parent/Carer]

[Address]

[Address]

[Address]

[Post Code]

Date \_\_\_\_\_

Dear [parent/carer],

[Child] was not collected from school on [date] after a period of 30 minutes and we were unable to contact you or the emergency contact(s).

As a result, in order to safeguard the welfare of your child, the School was obliged to implement the procedure for children not collected at the end of the School day [School activity]. This procedure involved us contacting Social Care in order that arrangements could be made for your child to be taken to a safe place should you not pick them up. I am sure that you will appreciate the importance of providing for your child in these circumstances.

I hope that the reasons for your child not being collected are not serious, but would ask you to contact the School as soon as possible to discuss the matter further.

Yours sincerely,

[Name]

[School Administrator or Child Protection Designated Person]

## Appendix D

| Date | Year Group | Child | Reason for late/no collection | Arrangements made | Social Care/External agency contacted? |
|------|------------|-------|-------------------------------|-------------------|--|
|      |            |       |                               |                   |  |
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