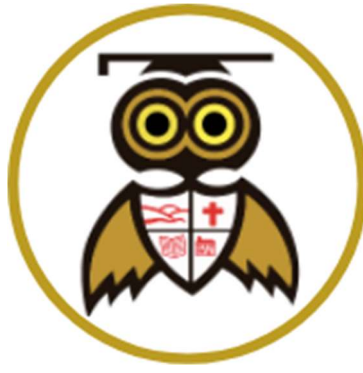




Orston Primary School Late Collection Policy

Aim

We aim to provide a safe and caring environment. In the event that a child is not collected on time, they will be reassured in order to cause as little distress as possible. We inform parents/carers of our procedures so if they are unavoidably delayed they will be aware of procedures being followed. 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 from a parent/carer.

Procedures

Parents of children starting in the school are asked to provide specific information which is kept in our electronic system scholarpack. Parents are asked to update this information at the start of each academic school year.

If there are any changes to any of the above throughout the school year 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 school office or the class teacher, including their names and up to date phone numbers, of who will be picking up your child/ren. This means that both the teacher and child can be made aware of the changes. The changes will be logged in the school office.

In the event of a delay in collecting a child and if it appears that there have been no alternative arrangements made for the collection of a child by the parent/carer, the school staff should take the following steps:

- ✓ 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 are contacted
- ✓ In the meantime the child will wait near the office or in a classroom under adult supervision

Late Collected Children

- All late collected children will have their late collected time recorded in the school office and this information may be passed on to the school's and Local Authority's Attendance Team for further investigation

- Where a child has a number of late collections in one half term support will be offered by the school, and this may lead to an Early Help Assessment (EHA) being initiated
- Where there is no improvement in late collection information may be passed on to the Local Authority's Attendance Team for further investigation.

Non-Collected Children

- If there has been no contact made after one hour, the police will be telephoned and given the child's details e.g. name, DOB, address, names of parents/carer's and any other contact details.
- Children's Social Services may also be informed
- If the police cannot locate an appropriate adult to come for the child, they will notify Children's Social Services via the emergency duty team, who will arrange for the child to be cared for, (possibly with foster carers)
- Should the parent fail to collect the child after one hour then the head teacher will ensure that the child is taken to the police station or the allocated after hours social care.
- The police may decide to take the Police Protection Order (PPO) as part of this process.
- If there are two or more such episodes within a six week period, staff will make a referral to Children's Social Services.
- All incidents are recorded on CPOMS

Written by: Mrs Nikki Crosby

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