



Charles Dickens Primary School
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Late Collection of Children Policy

Statement of intent

In the event that a child is not collected by an authorised person (a responsible person aged 16 years or over for pupils in year 2 and below) at the end of the school day, the school puts into practice agreed procedures.

Aim

In the event that a child is not collected by an authorised adult, we will ensure the situation can be resolved as quickly as possible to cause as little distress to the child as possible. We inform parents/carers of our procedures so that if they are unavoidably delayed, they will be aware of the procedures being followed.

Methods

Parents of children starting in the school are asked to provide specific information which is kept in our data file in the office. This information includes:

- Home address and telephone numbers of parents/carers
- Place of work and telephone number of parents/carers (if applicable)
- Mobile telephone numbers (if applicable)
- Names and telephone numbers of adults authorised by the parent/carer to collect their child from school i.e. child-minders, relatives, neighbours
- Information 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 the information provided, 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 (preferably both).

We inform parents that if children are not collected at the end of the day we follow the following procedure:

- Messages are checked to see if there are any changes to the end of the day arrangements
- Parents/carers are contacted at home or at work
- If this is unsuccessful, other authorised adults are contacted
- In the meantime, the child will wait in the school office under adult supervision
- If the child has not been collected after one hour (4.30pm) and no contact has been made or arrangement agreed, we will follow our child protection procedures and contact local Social Services
- The child will be taken to the social services address by a senior member of staff. A taxi will ALWAYS be used as transfer for the child and the member of staff. The cost of the taxi will be charged to the parent/carer
- Social Services will aim to find the parent/carer or relative and if unable to do so, the child will be placed into the care of the Local Authority
- Under no circumstances will the staff go looking for the parent or take a child home with them
- A full report of the incident will be written and placed in the child's school file
- The school will deliver a letter to the child/children's home informing the parent/carer that the child has been taken to the centre (See appendix B)

All late collected children will be recorded in the "Late Book" and this information is recorded on the system.

Where children are collected more than 15 minutes late from a school-run After School Club on two occasions they will automatically lose their place at that club.

This policy will apply to all children in Charles Dickens Primary School.

March 2015

Appendix A

**Late Collection of Child Incident Form
for End of School day and After School Clubs**

Date:

Name of Child:

Class:

Account of procedures followed:

Signed: _____ **Office Manager/Admin/ASC Leader**

Signed: _____ **Head Teacher**

Appendix B

Dear Parent/Carer

Re: Child's Name _____

As a result of your child not being collected from school today (date): _____ and having not been about to contact you, we have now implemented the Authority's procedure for children uncollected after school hours.

Staff have had to contact the out of hours Duty Social Worker. As you have not collected your child they will be put in the care of the duty social worker who will find them emergency foster care for the evening.

Your point of contact will be:

These procedures have been implemented to safeguard and promote the welfare of your child. We hope that the circumstances that have led to the accommodating of your child are not serious. However, I am sure you will appreciate the importance of providing for your child in these circumstances.

Please contact me as soon as possible to discuss this matter further.

WE WOULD ASK YOU TO BRING THIS LETTER AND ANOTHER FORM OF IDENTIFICATION WITH YOU WHEN YOU COLLECT YOUR CHILD/CHILDREN.

Yours Sincerely,

Cassie Buchanan
Head Teacher