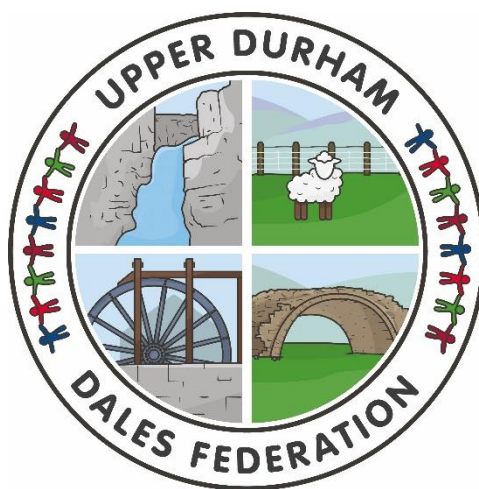


Upper Durham Dales Federation

Rookhope, St John's Chapel & Wearhead
Primary Schools



Late/ non-collection of Children Policy

Date of Policy	December 2022
Date to be reviewed	December 2024
Chair of Governor's signature	
Headteacher's signature	

Aim:

We aim to provide a safe and caring environment. Children who are not collected on time often feel an increasing level of anxiety and distress the longer they are unsure of where their parent/carer is. In the event that a child is not collected or collection 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.

Collection arrangements:

- Our school day finishes at **3:20 pm (15:20)**
- After school clubs finish at **4:30pm (16:30)**, unless school have advised otherwise
- School staff will bring the children out to greet their authorised adult
- Pupils in Year 5 and 6 may only walk home alone if a 'walking home' agreement has been completed. Once the child has left the school grounds, it is parents' responsibility to ensure they arrive home safely.
- Parents will be asked to complete a data collection sheet when their child joins school and at the start of each academic year. This should include information about anyone who is authorised to collect their child or details of anyone 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 inform the school office of the names of the person collecting their child.
- In the event that the parent/carer is running late or has made alternative collection arrangements with a friend/relative they should phone the school office to advise staff of those changes so that both the school and child are aware.

Non-Collection

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:

- Staff will attempt to phone the parents/carers that are given on the child's form.
- Staff will attempt to contact any other adults identified as emergency contacts on file.
- Staff will attempt to contact any others parents/carers who are known to the family to gather information on the child's parent's whereabouts.
- All reasonable attempts are made to contact the parents or nominated carers or emergency contacts.

- The child can only be collected from school by those named on the registration form or an adult who the parents/carers have informed school has permission to collect the child.
- If no one collects the child after one hour and there is no one who can be contacted to collect the child, we apply the procedures for uncollected children.
- If, using all available contact numbers, school has been unsuccessful in identifying a reason for the delay in collection and a suitable nominated contact is not available to collect the child, the Headteacher or Deputy Headteacher will ring **First Contact on 03000 267979** for further advice. School may be advised, if it is out of hours, that they must contact the police.
- Two members of staff will remain on the premises with the child.
- If school has no alternative but to leave the child with First Contact, the Headteacher or Deputy Headteacher will try to contact parents/carers, leaving a message where possible explaining what action has been taken.
- Staff will record all incidents of late collection, which will be discussed with parents or carers at the earliest opportunity to try and establish whether this is an isolated incident or a longer term problem and why the parent/carer is late collecting their child.
- Persistent failure to collect a child from school could constitute neglect. If school's efforts to resolve the issue with parents are not successful, a decision may be taken to refer the matter to **First Contact**.