

**MILLBROOK COMBINED SCHOOL  
AND NURSERY**



**LATE COLLECTION OF CHILDREN POLICY**

Member of staff responsible:  
Date policy written:  
Date approved by the full Governing body:  
Date to be reviewed:

Ms Debra Mansfield  
21<sup>st</sup> March 2014  
Spring 2017

## 1. Introduction

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 which is authorised by the school, and where the Governing Body or Proprietor retains responsibility for the use of school premises.

Millbrook Combined School and Nursery recognises that it has a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day, or at the end of an authorised activity.

It is the parent/carer's responsibility to ensure that the pupil is collected by a responsible person. The school must be notified immediately it becomes apparent that the person collecting the child may be late.

Millbrook Combined School and Nursery agrees to care for a pupil who has not been collected from school, until such a time as he/she has been collected by a parent/carer, or until appropriate, alternative care arrangements have been made with First Response, and/or the Police, in order to maintain the child's safety.

The School's Designated Person for Child Protection 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. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Child Protection policy and procedures. In situations where the Head Teacher considers it appropriate, a letter will be sent to the parent/carer notifying them of the arrangements put into place for their child.

On rare occasions, instances occur where children are left uncollected for considerable lengths of time. These guidelines are written to help staff in school respond sensitively yet consistently to ensure the safety and welfare of such children.

## 2. Aim

We aim to provide a safe and caring environment. In the event that a child is not collected or delayed, 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 practise the agreed procedures.

## 3. Parental Information

On admission to school, parents should provide:

- Accurate information about who holds Parental Responsibility for their children i.e. names, addresses and telephone numbers.
- Names and telephone numbers of 2/3 emergency contact persons.
- Information if anyone other than the parent/carer is to collect a child from school.

Schools must ensure that parents are provided with information about the times of the school day and the expectation regarding the delivery and collection of children.

*This information should be updated at least annually and parents must be told of the need to inform the Head Teacher if there are changes to the details given on admission.*

#### 4. Children not collected

- i. If a child has not been collected by a parent/carer after the school day or approved activity the school should make every possible attempt to contact the parent(s)/carer(s). The child may well be able to indicate if something out of the ordinary has happened at home (e.g. parental illness or absence). On some occasions another parent may offer to take a child home with them. Schools should never release a child into the care of another adult without the consent of the parent(s)/ carer(s). Neither should members of staff take, or drive, children to their home or to the home of the child(ren).
- ii. Initial attempt to contact parent(s)/carer(s) should be made when **15 minutes** have elapsed after school closing time. After **3:45pm**, contact with all emergency numbers supplied by the family should be attempted.

The school closing time is as follows:

Morning Nursery	11:45am
Reception	3:10pm
Key Stage 1 (Years 1 and 2)	3:15pm
Key Stage 2 (Years 3,4,5 and 6)	3:25pm
Afternoon Nursery	3:30pm

- iii. If no contact has been made and no one has arrived to collect the child when **one hour** after school closing time has elapsed, the Headteacher or Designated Child Protection Officer will be notified. The Headteacher or Designated Child Protection Officer will make contact with the Buckinghamshire County Council First Response on **0845 460 001** to inform them of a possible problem and discuss the concerns and the Police. This will allow the First Response Team to be aware of the possibility that they may need to make arrangements for the alternative care of the child.
- iv. These arrangements can also be implemented in the following circumstances:
  - Where a parent does not arrive to collect the child and no contact can be made because the telephone numbers (including any emergency numbers) provided by the parent/carer have been cut off or are unobtainable.
  - Where the person calling to collect the child is not considered an appropriate adult, e.g. is under age, appears intoxicated, or under the influence of harmful substances and it has not been possible to contact the parent/carer or the emergency contact.
- v. Police will liaise with First Response and the school, to make arrangements for someone to collect and care for the child. Detailed, timed records of the action taken and calls made by the Head Teacher should be kept. Consideration should be given to subsequently notifying First Response to investigate the circumstances under child protection or child welfare procedures/services.
- vi. Once the child is in the care of Social Care, they will take the responsibility for tracing the parent(s)/carer(s).

#### 5. Major Incidents

If an incident occurs which results in a large number of children not being collected, First Response will be contacted at the earliest opportunity, because it may be necessary to accommodate the children at a single location until appropriate arrangements can be made. If the nature of the incident is serious, it may be that the arrangements will form part of the Authority's emergency plan.

#### 6. Persistent late collections

If a family is persistently late (five or more times in a term) in collecting a child then the Headteacher will consider taking further action that may include a referral to First Response. The Headteacher will write to the parent(s)/carer(s) before such action is taken.