



Ashford Park Primary School
'Inspiring a love for lifelong learning'

Late Collection of Children Policy

| Status of Policy | Date |
|---------------------------|------------|
| Policy written / reviewed | March 2022 |
| Agreed by staff | N/A |
| Agreed by governors | |
| Review | March 2024 |

LATE COLLECTION OF CHILDREN POLICY

Rationale

Ashford Park Primary School has a responsibility to keep children safe whilst they are at school and promote the welfare of these children as described in the school's Safeguarding (Child Protection) Policy. This policy also includes making appropriate arrangements to protect children from abuse or neglect.

Procedures

We keep all the names and telephone numbers of adults who are authorised by the parents/carers to collect their child from school on file. If there are any changes to this information we ask that the school office be notified immediately. When there is a change to the end of the day arrangements we ask that parents inform the school office and the class teacher will be informed. On site after school care is available to all Parents / Carers, please contact KOOSA Kids on 0845 094 2322.

The procedures at the end of the day are as follows:

- School finishes at 3.15pm
- Teachers will wait either at the classroom external door or in the playground with children until 3.20pm.
- Children who have not been collected will be taken to the school office.
- Parents/carers are contacted using all the numbers available.
- If this is unsuccessful other adults authorised by the parents/carers will be contacted. In the meantime the child will wait in the office under adult supervision.
- All late collections are recorded in the 'Late Book', which is monitored by the Education Welfare Officer.
- A pattern of lateness will prompt action by the EWO in the form of a letter and, if the pattern continues, an interview will be requested.

The majority of parents and carers of children at the school ensure that they are collected from school on time at the end of the school day. However, there is a small number of parents who are frequently late to collect their children or who fail to make timely satisfactory alternative arrangements for their child(ren) to be collected from school on time. This means that the school has to allocate staff to oversee and care for late-collected children. They also spend considerable time and effort in trying to contact parents to find out why their child has not been collected, if any alternative arrangements have been made and when someone will arrive. This means that they are unable to undertake their normal duties at this time.

Objectives

- To ensure that parents are aware of their responsibilities to collect children on time at the end of school or at the end of After-School Clubs.
- To help prevent children from becoming distressed or feeling neglected because they have been 'left behind' when everyone else has gone home.
- To enable staff to attend training, meetings and carry out their normal duties.

What will happen if the school is unable to find someone to collect the child?

If our procedure fails to locate an authorised adult to collect a child and they have not been collected by 4.15pm, the school will contact Social Services. A full report of the incident will be written and placed in the child's school file.