



# Late Collection of Pupils Policy

Revised: January 2024



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[www.teaguesbridgeprimary.org.uk](http://www.teaguesbridgeprimary.org.uk)

Version 2

# TEAGUES BRIDGE PRIMARY SCHOOL

## Late collection of pupils policy and procedures

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Staff Responsibility	Mrs S. Abdulla
Governor responsibility	Stephen Reynolds

### **Children not collected promptly at the end of the school day.**

#### **Introduction:**

Under section 175 of the Education Act 2002, Local Authorities and schools have a duty to safeguarding and promote the welfare of children.

Teagues Bridge recognise that it has a statutory duty to safeguarding and promote the welfare of pupils, and that this extends to having arrangements in place for dealing with children who are not collected at the end of the school day, or at the end of an authorised activity (after school club).

On admission of their child to the school, parents should supply:

- Names and full addresses of parents/carers (and confirmation of parental responsibility)
- Home and work telephone numbers
- Mobile phone numbers where appropriate
- Two emergency contacts who may be called in the event of the parents/carers being unobtainable or in case of an emergency.

This information should be updated annually or whenever circumstances change.

It is the parent's/carers 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.

Teagues Bridge Primary School 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 Social Services, and /or the Police, in order to maintain the child's safety.

A record of the incident will be recorded on CPOMS. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the school's safeguarding and child protection policy and procedures.

If the lates become persistent, the headteacher will send a letter to the parent/carer. An example can be found in appendix A.

### **Procedures for Parent/Carers:**

- Parent/carers need to collect their children from outside the classroom at 3.15 pm.
- If a parent cannot pick up their child for any reason, they must inform the office. A message will be passed to the class teacher and pupil concerned about the alternative arrangements that have been made.
- If a different adult is collecting your child from school, you must inform the office or the class teacher. Children will not be released with an adult that has not been authorised to collect them. This is to safeguard your child and not intended to make things difficult.
- If the adult collecting your child is not known to the teacher, please provide the adult and the teacher with a password.
- If you are running late for any reason (doctors, hospital, roadworks), please contact the office immediately on 01952 388450.
- Parents / carers are asked to keep the school up to date with Emergency Contact details, in order that we are not left unable to contact anyone. Please provide the school with 3-4 names in the case of an emergency.

## Procedures for School:

- If a child is not collected by a parent/carer after the school day or after school activity, the school receptionist will be responsible for trying to contact the parent/carer to inform them of the situation. The office will inform the DSL and the headteacher.
- Any child picked up late is recorded in the "Late Collection" record on CPOMS, with the reason for this late pick up.
- After 3:45 pm a member of the Senior Leadership Team becomes responsible for the child and will continue trying to contact the parent / carer.
- In extreme circumstances, when a child has been left and it is not possible to contact an appropriate adult, the school will ring Children's Social Services after 60 minutes of them not being collected.
- The DSL will follow up with families, entries from the "Late Collection" on CPOMS record and any involvement with Children's Social Services.
- A full explanation must be ascertained from the parent on collection, this is then recorded on CPOMS.
- If this is repeated a letter can be sent from the headteacher.

These procedures are in the best interests of the child and their safety is paramount.



## Appendix A

Dear \_\_\_\_\_ (parent/carer's name)

\_\_\_\_\_ (Child's name) was not collected from school on \_\_\_\_\_ (day/date), at the end of the school day and we were unable to contact you or the emergency contacts.

We must ask that you update your emergency contact details with the school office and ensure that you are here to collect your child at 3.15.

We have a duty to safeguarding the welfare of your child and if this continues to happen, we will need to raise this as a safeguarding concern.

If you would like to discuss the reasons for the late collection, please contact the school office and make an appointment to see the headteacher or the DSL.

Yours Sincerely,

Mrs S. Abdulla

Headteacher