

LYDBROOK PRIMARY SCHOOL (Including Robins Nursery)

PROCEDURE FOR UNCOLLECTED/LATE COLLECTION OF CHILDREN

Dated: 10th February 2021

Review date: Annually

1.0 Introduction

- 1.1 The safety of our pupils is our priority whilst they are in our care at school. This policy sets out our procedures for dealing with the event of a child not being collected or persistently collected late from school.

2.0 Responsibilities

- 2.1 School Staff need to know who is collecting children at the end of the day.
- 2.2 When a child starts school, details of parents/carers and persons authorised to collect your child are kept on file in the school office. Parents/carers must inform staff of any changes in person or by letter.
- 2.3 At the start of the school year, staff will establish with the parent or carer the "normal" collection arrangements for the end of the school day. If alternative arrangements are in place these must be notified to the school on a daily basis.
- 2.4 Any after school clubs will make sure a record of children attending is kept and will be made aware of who is collecting the child.
- 2.5 Parents/carers must send in written confirmation if they wish a Key Stage 2 child to walk home by themselves.
- 2.6 For off-site activities parents/carers should complete details of collection arrangements on the permission slip.
- 2.7 Parents/carers must notify the school immediately if they know that they are going to be late collecting their child.

3.0 Late Collection

The school takes persistent lateness in collecting a child very seriously. In extreme cases it can be considered as abandonment or neglect of the child, although we understand that occasionally delays are unavoidable. The following procedure will be used in the event of a delayed or non-collection.

- 3.1 If a child has not been collected 10 minutes after the end of the session a staff member will check that there has been no notification or alterations to the collection arrangements.

- 3.2 The School will then telephone the first contact number on the child's registration form. If there is no answer the school will try all contact numbers on the registration form in order, until a person has been contacted.
- 3.3 No unauthorised person will be allowed to collect the child unless this has been agreed with the parent.
- 3.4 No child will be allowed to walk home alone unless this has been agreed with the parent.
- 3.5 Staff will not transport children off the premises either to their own homes or the child's home.
- 3.6 Every effort will be made to contact the nominated persons. If this is not possible within **30 minutes** then the Children's Help Desk/Out of Hours Emergency Duty Team will be contacted.
- 3.7 There will always be 2 members of staff on site until such time that the child is collected.
- 3.8 A written report of the incident will be recorded in the child's file.

4.0 Joys Green Bus pupils

In the event of a non-collection or a late collection of a pupil using the Joys Green bus the following will take place:-

- 4.1 The child will remain with the bus escort.
- 4.2 If after 5 minutes the child has not been collected, the bus escort will contact the school to inform them and to check that collection arrangements have not been changed or a delay notified.
- 4.3 The school will then telephone the first contact number on the child's registration form. If there is no answer the school will try all contact numbers on the registration form in order, until a person has been contacted.
- 4.4 No unauthorised person will be allowed to collect the child unless this has been agreed with the parent.
- 4.5 No child will be allowed to walk home alone unless this has been agreed with the parent.
- 4.6 The School will keep in telephone contact with the bus escort.
- 4.7 If no contact is made within **15 minutes**, 2 members of staff will collect the child from Joys Green and return with them to the School.
- 4.8 Contact will continue to be made with the parent/carer to arrange collection from the School.
- 4.9 If no contact is made within **30 minutes** then the Children's Help Desk/Out of Hours Emergency Duty Team will be contacted.
- 4.10 There will always be 2 members of staff on site until such time that the child is collected.
- 4.11 A written report of the incident will be recorded in the child's file.

Signed

Chair of Governors

Signed

Headteacher

Dated:

Review: Summer 2023

Approved by FGB 10.02.21