

LGCS Policy	Late Collection Of Child					
Approved by	LAC	Issue Date	Mar 2017	Review Date	Mar 2020	
Audience	Trustees		Staff	✓	Pupils :	✓
	Local Academy Council		Parents	✓	General Public:	✓

Parents of children starting at the school are asked to provide specific information which is recorded on the Admission Form, including:

- home address and up to date telephone/mobile number
- workplace, times when at work and telephone number (if applicable)
- names, addresses and telephone numbers of adults who are authorised by the parents to collect their child from the setting
- information about any person who does not have legal access to the child.
- information about who has parental responsibility for their child.
- on occasions when parents are aware that they will not be at home or in their usual place of work, they should inform the teacher and/or school office.
- parents who are not able to collect their child as planned due to emergencies or unforeseen circumstances must inform the school so that back-up procedures can be implemented. If it is an adult not on the contact list is to collect the child a password may be used and their details added to the list. Parents are provided with the contact telephone number of the school.

Children will only be released to their parents/carers or to persons over the age of 16 with parents' consent who use the correct password. Children will not be released to adults who appear to be under the influence of alcohol or drugs.

After school clubs will make sure that a record of which children are attending on that day is kept and of who is collecting the child. Any adult collecting these children will sign to say that the child has been collected.

For all children in EYFS, KS1 and After School Club: At the end of the school day/ session all children will be taken out by a member of staff and handed to parent, carer when they can be seen. A parent/ carer will sign to say that they have collected a child from after school club, pre-school and wraparound nursery care)

For children in years 4 -6, children will be escorted to the gate by their class teacher where a parent/ carer will collect them. Parents/carers must send in written confirmation if they wish a Key Stage 2 child to walk home by themselves.

For off-site activities parents/carers should complete details of collection arrangements on the permission slip.

Late/ Uncollected Child

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.

In the event of a child not being collected the following procedures will be applied.

1. After 10 minutes, the school will make every effort to contact the child's parents/carers.
2. After 15 minutes, If no contact is made, the school will try to get in touch with an alternative emergency, who is authorised by the child's parents to collect them on their behalf.
3. After 20 minutes if no contact can be made on any numbers advice will be sought from head teacher, social services, police and OFSTED. Further action taken will be dependent upon advice.
4. Letters will be sent home to parents / carers and the school's communication log will be completed by all staff involved (including outcome) and filed under uncollected child in a locked cabinet and on sims.
5. Late collection log sheet to be completed.

Please note:

The uncollected child is to be kept in school and supervised by a member of staff until an appropriate adult collects the child.

All conversations with parents/ carers regarding the late collection of a child or when a child has not been collected must be recorded on the school's communication log.

Appendix 1 Sample letter for use when a child is collected late from school
Appendix 2 Sample letter for use when a child is not collected from school
Appendix 3 Late collection form to log late collections

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Appendix 1 (Please note a copy of this letter with letter head can be found on staff share- school policies-late collection)

Dear parent/ carer,

As you are aware, [child] was collected late from school on [date].

I would like to remind you that, in order to keep your child/ren safe, the school is obliged to implement its Late Collection Procedure for children not collected on time. If you are regularly late to collect your child, fail to collect your child after 15 minutes, or fail to make suitable alternative collection arrangements this may lead to school contacting Police and Children's Services.

Please do speak to either myself or your child's teacher if you are currently experiencing difficulties in collecting your child, or if you would like to discuss this further.

Yours sincerely,
XXXXXXXX

Appendix 2 (Please note a copy of this letter, with the SUAT letter head, can be found on staff share- school policies-late collection)

Dear [Parent/Carer],

[Child's name] was not collected from school on [day / date] and we were unable to contact you or the emergency contact(s).

In circumstances where children are not collected at the end of the school day or school activity, the school is obliged to work within local procedures for keeping children safe and this resulted in the school contacting Children's Services and Police.

I hope that the reasons for your child not being collected are not serious, but would ask you to contact the school as soon as possible to discuss the matter further.

Yours sincerely,
XXXXXXXX

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Appendix 3 (Please note a copy of this log, with the SUAT letter head, can be found on staff share- school policies- late collection)

Late Collection Log

For use by the Designated Child Protection Officer every time a Parent/Carer is more than 20 minutes late to collect a child at the end of the school day/session/activity.

This log should be held on the child's safeguarding file and audited for patterns of lateness/non-collection which may indicate and underlying problem.

Date		Class	
Name of child		Name of class teacher	
Reason given for late/non-collection			
External agencies Contacted? If so, who?		Arrangements made	
Follow up actions			
Signature of DCPO			

Outcome of actions	
Occurrence	