

# WEST TOWN LANE ACADEMY

## WHERE LEARNING IS AN ADVENTURE

### LATE COLLECTION POLICY



#### CHILDREN'S RIGHTS AND RESPONSIBILITIES

Article 24 – Children have the right to good quality health care.

#### RATIONALE

Under Section 175 of the Education Act 2002, 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 retains responsibility for the use of school premises. West Town Lane Academy 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.

#### PURPOSES

To ensure procedures are clear to safeguard children.

To make sure that parents & carers know their responsibilities.

#### GUIDELINES

We expect children to be picked up promptly at 3:15 p.m. (children who are enrolled in after school activities will be transitioned into that club at 3:15 pm). Two things happen when parents/carers are late picking up their child. First, the child becomes anxious about why they are late which will cause them to be distressed. Secondly, staff (who have responsibilities after children depart and who have lives outside of the school) may have to stay at school past their scheduled time and are late for their afternoon or evening commitments.

- 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 the case of an emergency.

This information will be updated on Caremonkey at least twice a year, with those families not on Caremonkey undertaking a manual update.

- It is the parent/carer's responsibility to ensure that the pupil is collected by a responsible person, or to allow a child in Yr4 or above to walk home alone/ meet an adult on route. This authorisation will be in writing and updated at least annually.
- The school must be notified immediately it becomes apparent that the person collecting the child may be late. If a parent/carer wishes for their child to be collected by somebody

who does not have parental responsibility for him/her, whether this is a regular arrangement or a one-off situation, the parent/carer must inform the Reception Office staff. In the event of alternative arrangements being made in an emergency, the child's parent/carer must give verbal consent for an agreed person to take the child home.

- It is recognised that family emergencies happen, or local traffic can delay an adult from collecting a child. Where this happens the child(ren) will wait by the office to be collected.
- The school will try to contact any parent/ carer who has not collected their child by 3.30pm using the details held onfile.
- Where a child is frequently late being collected (after 3.30pm) we will arrange for them to be supervised by the after-school provision in order to maintain suitable supervision arrangements. The parent/carer is responsible for paying the current fee for this service.
- Where a child who has not been collected from school is in our after-school provision and has not been collected by 5.30pm, contact will be made with Social Care and/or the Police in order to maintain the child's safety and recorded on the school CPOMS system.
- The School will keep a record on SIMS 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 attempts to contact a parent/carer are unsuccessful, school and Social Care will jointly take responsibility for arranging for children to be transported to the Social Care team, (or other appropriate venue) who will arrange a place of safety. This is considered to be a last resort and parent/carers should do their best to ensure that this is not necessary. Social Care will notify the school of the child's placement and provide contact details as appropriate. It will be the intention to return the child to the parents/carers at the earliest opportunity. It should be noted that Social Care offices close at 5.00 p.m. on Monday – Friday, and Schools should contact the Emergency Duty Team after these hours.

## CONCLUSION

The welfare and safety of children is of the utmost importance to any school. Collection of children after school is the responsibility of a parent/ carer or their nominated representative in order to safeguard children and ensure they are being cared for. This policy sets out the steps to ensure

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