



Late Collection of Children Policy

This policy also applies to the EYFS

Updated	Review Date	Version
September 2023	September 2024	2023.01

Signed: Mr John Clarke (Chairman of the Board)

Late Collection of Children Policy

This policy is applicable to all pupils, including those in the EYFS and should be read in conjunction with the school's policies as below:

- Safeguarding and Child Protection Policy
- Supervision and Before and After School Care Policy

Introduction

The welfare of all of our children at Abercorn School is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for keeping all children safe at all times.

Aim

In the event that a child is not collected by an authorised adult, we will ensure that the child continues to receive a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedures

Parents of children enrolled at Abercorn School are asked to provide specific information including:

- home address and telephone number;
- place of work, address and telephone number;
- mobile telephone number;
- names, addresses, telephone numbers of adults who are authorised by parents to collect their child from school (including in an emergency).

There should be two emergency contacts held for each pupil.

On occasions, when parents are aware that they will not be at home or in their usual place of work and cannot be contacted on their mobile telephones, they provide the School with another contact name and number.

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they inform staff or the School Office giving details of the person who will be collecting.

Parents are informed that if they are not able to collect their child as planned, they must inform staff or the School Office as soon as possible so that relevant arrangements can be made (e.g. late room, informing the child etc.).

Late Collection of Children Policy

Late room

If children are not collected at their dismissal time, they will be signed onto the late sheet and taken into the late room (Lower School) and Homework Club (Senior School) which are held in:

- the dining room at Lower School;
- the dining room at Senior School for Y3-6 Homework Club
- a Senior School classroom for Year 7-10 Homework Club

This provision is free of charge up until 4.30pm. The Senior School provision is then available but chargeable from 4.30pm to 5.00pm.

When a parent/carer arrives to collect their child they will be asked to sign the late sheet and a time of collection will be recorded. A member of staff will collect the child and dismiss them to their adult. There is an additional late room from 4.30pm – 5.30pm for emergency use. This is a chargeable service.

If a child is not collected within half an hour of the agreed collection time; or by the time Late Room concludes; we will call the contact numbers for the parent or carers. If there is no answer by 6.00pm, a member of the Senior Leadership Team will begin to call the emergency contact persons for this child, who are authorised by the parents to collect their child and whose telephone numbers are recorded on the Contact Information forms and the Management Information System.

The child's name is entered into the Late Collection Book which is held in the School Office. When the child is collected, the parent/carer is asked to sign the Late Collection Book to confirm that the child has been collected from the school premises.

The child will not leave the premises with anyone other than those named on the Contact Information Forms or with someone delegated by the parents/carers.

If there is no response from either the parent/carer or emergency contact by the time the school premises are closing at 6.15pm, a member of SLT will contact the Westminster Children's Services Social Care Team on 0207 641 4000 or after 5pm on 020 7641 2388/6000. The Social Care Team will make emergency arrangements for the child.

A full written report of any circumstances where a child is not collected and Social Care have been informed must be recorded and given to one of the school's Designated Safeguarding Leads (Christopher Hammond, Rebecca Stewart and Laurence Seguiet).