

# LATE COLLECTION POLICY

## BINSTEAD PRIMARY SCHOOL

Signed: *Alison White*

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## **Late Collection Policy**

Binstead Primary School are committed to sharing a common objective to help keep the children and staff of the school safe. We ensure that consistent effective safeguarding procedures are in place to support children, families and staff of the school. All policies should be read in conjunction with the Safeguarding and Child Protection Policy.

### **Aim**

In the event that a child is not collected by an authorised adult at the end of a day, the school puts into practice agreed procedures. These ensure that the child is cared for safely and is caused as little distress as possible.

### **Procedures**

Parents of all children starting at the school are asked to provide the following specific information which is recorded on our Registration form. This information is then sent out annually for checking/confirmation by parents. In addition parents are requested to inform us of any changes to the information during the school year.

The information includes:

- Home address and telephone number
- Place of work and telephone number (if applicable)
- Mobile telephone number (if applicable)
- Names, addresses and telephone numbers of adults who are authorised by the parents to collect their child from school, for example a childminder or grandparent.
- Who has parental responsibility for the child

On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us of how they can be contacted.

On occasions when parents or the persons normally authorised to collect their child are not able to collect the child, they provide us with details of the person who will be collecting their child.

Parents are informed that if they are not able to collect their child as planned, they must inform us. We provide parents with a contact telephone number.

### **If a child is not collected at the end of the day, we follow the procedures below:**

- Parents/carers are contacted at home, work or via their mobile.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from school – and whose telephone numbers are recorded on the Registration Form – are contacted.
- All reasonable attempts are made to contact parents or nominated carers.
- The child remains in school in the care of members of staff until the child is safely collected.
- If no-one collects the child after one hour, or we are unable to contact anyone to collect the child after one hour, we then contact the Children's Services Team (Tel: 0300 300 0901)
- Under no circumstances do staff take the child home with them, or go out to look for the parent with the child.
- A report of the incident is recorded in the child's file.