



# Collection of Pupils Procedure

## 1. Introduction

Under Section 175 of the Education Act 2002, Local Authorities and 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 or Proprietor retains responsibility for the use of school premises.

Woodside Junior School 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 looking after children who are not collected at the end of a school day, at the end of an authorised activity or at the end of the wrap around provision provided by the school. **However, it remains the responsibility of the parent/carer to have in place regular arrangements to have their children collected at school closing time, after clubs or from the wrap around provision in a timely manner.**

It is also the parent/carer's responsibility to ensure that the pupil is collected by a responsible person. **The school must be notified immediately it becomes apparent that the person collecting the child may be late and must contact the school office by 3pm at the latest to allow staff time to pass on any messages to pupils and the relevant staff.**

Woodside Junior School agrees to care for a pupil who has not been collected from school, until such a time as he/she has been collected by a parent/carer, or until appropriate, alternative care arrangements have been made with Social Care and/or the Police, in order to maintain the child's safety. The School's Designated Safeguarding Lead will keep a record 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 any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Child Protection policy and

procedures. In situations where the Headteacher considers it appropriate, a letter will be sent and recorded on file to the parent/carer notifying them of persistent lateness. In such circumstances the Headteacher will decide whether external support agencies should be contacted.

On rare occasions, instances occur where children are left uncollected for considerable lengths of time. These guidelines are written to help staff in school respond sensitively yet consistently to ensure the safety and welfare of such children

This information will be updated annually and parents reminded of the need to inform the school office if there are changes to contact details given on admission.

## **2. Aim**

We aim to provide a safe and caring environment. In the event that a child is not collected or parent/carer delayed, children will be reassured in order to cause as little distress as possible. We inform parents/carers of our procedures so if they are unavoidably delayed they will be aware of procedures being followed. In the event that a child is not collected by an authorised adult, we will put into practise the agreed procedures.

## **3. Parental Information**

On admission to school, parents should provide:

- Accurate information about who holds Parental Responsibility for their children i.e. names, addresses and telephone numbers.
- Names and telephone numbers of at least 2 emergency contacts.
- Information if anyone other than the parent/carer is to collect a child from school.

## **4. Children not collected by the school closing time of 3:15pm**

- If a child has not been collected by a parent/carer after the school day or approved activity, the school will make every possible attempt to contact the parent(s)/carer(s). The child may well be able to indicate if something out of the ordinary has happened at home (e.g. parental

illness or absence). On some occasions another parent may offer to take a child home with them however school staff will never release a child into the care of another adult, including a taxi driver, unknown older sibling, without the consent of the parent(s)/ carer(s). Members of staff will not take, or drive, children to their home or to the home of the child(ren).

**i.** Class Teachers will bring any uncollected children to the school office and an initial attempt to contact parent(s)/carer(s) will be made when 10 minutes have elapsed after school closing time

**ii.** At 3:45pm, half an hour after the end of the school day, contact with all emergency numbers supplied by the family will be attempted and a letter will be drafted, to be sent home, to record the late collection.

**iii.** If no contact has been made and no one has arrived to collect the child by 4:00pm, the Headteacher or Designated Safeguarding Lead will be notified.

**iv.** After an hour, at 4:15pm, and if no contact has been made with the parent or responsible adult, the Designated Safeguarding Lead will make contact with the Buckinghamshire County Council First Response (Social Care) to inform them of a possible problem and discuss the concerns. This will allow the First Response Team to be aware of the possibility that they may need to make arrangements for the alternative care of the child.

These arrangements can also be implemented in the following circumstances:

- Where a parent does not arrive to collect the child and no contact can be made because the telephone numbers (including any emergency numbers) provided by the parent/carer have been cut off or are unobtainable.
- Where the person calling to collect the child is not considered an appropriate adult, e.g. is under 18, appears intoxicated, or under the influence of harmful substances and it has not been possible to contact the parent/carer or the emergency contact.

- Police will liaise with First Response and the school to make arrangements for someone to collect and care for the child. Detailed, timed records of the action taken and calls made by the Headteacher will be kept. Consideration should be given to subsequently notifying First Response to investigate the circumstances under child protection or child welfare procedures/services
- Once the child is in the care of Social Care, they will take the responsibility for tracing the parent(s)/carer(s).
- In certain circumstances where parents/carers are unavoidably late and where the parents/carers have verbally agreed, pupils may be taken to the wrap around provision and the parent/carers charged accordingly by the school staff booking the 'on the day rate'. The latest collection from wrap around provision however in this incidence is 6pm ( see point 8 )

## 5. Major Incidents

- If an incident occurs which results in a large number of children not being collected, First Response will be contacted at the earliest opportunity, because it may be necessary to accommodate the children at a single location until appropriate arrangements can be made. If the nature of the incident is serious, it may be that the arrangements will form part of the Authority's emergency plan.

## 6. Emergency Closures eg gas leak, inclement weather etc

In certain emergency situations it may be necessary to close the school at short notice to ensure the safety of pupils, staff and parents around the school site. e.g snow conditions that change for the worse quite rapidly. If this is the case, the school will endeavour to inform parents of the need to close in a timely and prompt manner. **It remains the parents/carers responsibility to have a plan in place for emergency collection of their child/ren which may involve a contact not listed on the schools database for that child. The parent/carers should inform the school office who this will be asap.** However school staff will not

release a child into the care of another adult, including a taxi driver, unknown older sibling, without the consent of the parent(s)/ carer(s)

## **7. Persistent late collections**

- If a family is persistently late in collecting a child (five or more times in a half term) then the Headteacher will consider taking further action that may include asking advice from First Response. The Headteacher will inform the parent(s)/carer(s) before any referrals are made

## **8. Wrap Around Provision**

- The schools wrap around provision the Hideout Zone runs from 3.15pm to 6pm.
- Parents must advise the school/club on the day if someone other than those previously specified as formal contacts for their child/ren will be collecting them.
- Parents must contact the school/club as soon as possible if they are unavoidably delayed and will be unable to collect their child/ren at the end of the session time they have booked.
- Whilst the school would understand a genuinely unavoidable late collection, persistent late collections will be monitored, and late collections may result in the parent/carer being charged the next hourly rate.
- A late collection charge of £10 applies after 6.10pm.
- As a safeguarding measure, if no contact has been made with the club and no one has arrived to collect a child by 6.15pm, the on duty Designated Safeguarding Lead (DSL) will be notified. After a further half an hour, at 6:45pm, if still no contact has been made with a parent/carer, the DSL will contact the Buckinghamshire County Council First Response (Social Care) to inform them of a possible problem and discuss the concerns. This will allow the First Response Team to consider that they may need to make arrangements for the alternative care of the child.

### **9. Pupils with permission to walk home ie not collected from school by parent/carer.**

We have a duty of care to safeguard all children in our care, both in school and the community. We recognise that some parents may wish for their child/ren to walk home unaccompanied. **It is the parents/carers responsibility to ensure that they have informed the school that this is the case by giving permission to do so at the beginning of each academic year in response to the schools request for end of day arrangements . It remains the parent/carers responsibility to update the school if this permission should change at any point.** It is expected that pupils in year 3 and 4 will not leave the school site unaccompanied however this remains the decision of the parent and should be discussed with the school on an individual basis.

Parents who wish their child/ren to walk home unaccompanied should please adhere to the following guidelines:

- Children should be in Year 5 or 6 and should not be responsible for walking younger siblings home.
- Children should be encouraged to leave the school site promptly
- It is the parent's responsibility to check the route that their child will walk home in order that they may make an assessment of the appropriateness of the journey. Crossing of fast roads, walking through secluded areas is to be discouraged. A single route must be agreed.
- Parents should be certain that their child has an awareness and understanding of road safety and stranger danger. It is a parent's responsibility to ensure they are sufficiently happy that their child is capable of undertaking the proposed journey safely.
- During winter months and/or inclement weather, children shall be dressed appropriately.
- There should be someone at home to meet the child on arrival.
- Any child must be able to make the journey home in a maximum time of 30 minutes