



# Late Collection Policy

Signed by Headteacher: *A Hughes*

Signed by Chair of Governors: *David Bradley*

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# Late Collection Policy

## AI Generated Summary:

Purpose: The safety of our pupils is our highest priority. This guide explains how children should be collected at the end of the school day and what will happen if plans change or a child is not collected on time.

### End of the school day

- The school day finishes at 3:20pm.
- Children should be collected promptly from their classroom door.
- Staff supervise pupils until they are collected.
- Please remember that the school site is smoke-free and park considerately when collecting children.

### Who can collect your child

- Children will only be released to approved adults.
- If someone else is collecting your child, you must inform the school in advance (by phone or in writing).
- Children may be collected by an older sibling aged 16 or over.
- Staff may ask for identification or use a password system if needed.
- A child will not be released if they are upset or if there are concerns about their safety.

### Children going home independently

- Children may walk home on their own if this is appropriate for their age.
- Parents must notify the school in advance by completing the relevant Google Form.

### After-school clubs

- After-school clubs finish at 4:20pm.
- Normal collection procedures apply.
- External providers are responsible for safe handover of children in their care.

### If you are running late

- Please contact the school as soon as possible if you are delayed.
- Your child will be supervised at all times.
- If we cannot reach you, we will contact your emergency contacts.

### Repeated late collection

- The school monitors repeated late collections.
- If this becomes a concern, parents may be contacted to discuss the situation.
- Safeguarding procedures will be followed where needed.

### If a child is not collected

- If a child has not been collected within one hour, and no contact can be made, the school will contact Children's Social Care (and the police if necessary).
- A member of staff will stay with your child until the situation is resolved.

### Review of the policy

- This policy is reviewed annually.
- Any updates will be shared with parents and carers.

If you have any questions or need to update collection arrangements, please contact the school office.

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Bitterne Manor Primary School is committed to ensuring the safety of all pupils when they leave school at the end of the day. We appreciate that, for many families, arrangements need to be flexible and it may be that several people care for the child after school. For this reason, we have set out clear procedures that all staff and parents must adhere to, to ensure the safeguarding and wellbeing of pupils. The aim of this policy is to:

- Keep pupils safe.
- Ensure all staff members are aware of the correct procedures for the end of the school day.
- Make parents aware of the expectations regarding collecting children.
- Highlight the importance of parent-school communication.

Please note that this policy only applies to instances where pupils are collected from school.

## **1. Legal framework**

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Education Act 2002
- [Updated] DfE 'Keeping children safe in education 2024'
- DfE 'Understanding and dealing with issues relating to parental responsibility'

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Safeguarding Policy

## **2. Roles and responsibilities**

The headteacher will be responsible for:

- The overall implementation of this policy.
- Communicating this policy to all members of staff and parents.
- Liaising with parents to establish whether individual pupils need extra assistance.
- Informing parents where their child has not turned up to school to coordinate an effective response.

Staff will be responsible for:

- Ensuring all pupils are collected safely at the end of the school day.
- Being wary of suspicious behaviour at the school gates.
- Monitoring the behaviour of pupils as they leave the school.
- Reporting any safeguarding concerns identified during the end of the school day to the DSL.

Parents will be responsible for:

- Adhering to the principles outlined in this policy.
- Ensuring their child is aware of, and adheres to, the established route for travelling to and from school.
- Informing the headteacher when their child has not returned home from school.
- Communicating to the school if they are going to be late to collect their child.
- Communicating with the school if a child will be collected by an adult other than those with parental responsibility.

Pupils will be responsible for:

- Behaving appropriately when travelling to and from school.
- Making sure they arrive at school on time.

### **3. General collection procedure**

Parents will promptly collect pupils at the end of the school day, which is 3:20pm, from their child's classroom door. Parents will be made aware of what is expected of their behaviour when they are collecting pupils, e.g. that the school is a smoke-free zone.

Staff members will supervise the classroom until all pupils have been collected, accounting for the school's late collection procedure. Sufficient staff to pupil ratios will be met at all times during the collection process.

Parents will be advised to be mindful of where they are parking when collecting their children so as not to disrupt traffic or block access. Additionally, parents will not leave their vehicles idling whilst waiting to collect their children.

Pupils will be allowed to travel home on their own as long as this arrangement is appropriate for their age and their parents have notified the school by completing the relevant google form.

Staff members will not release a pupil if it is felt that the parents are not in a fit state to ensure the pupil's safety or if the pupil shows signs of distress or anxiety. In these cases, the school's Safeguarding Policy will be followed and children's social care, and the police if appropriate, will be contacted.

Pupils will only be permitted to leave the premises with adults who are registered with the school as a person with collection responsibility.

### **4. After-school club collection procedure**

All after-school clubs and extra-curricular activities will finish at 4:20pm.

Parents will follow the normal collection procedure, as outlined in this policy, when picking up children from after-school clubs.

Where after-school club provision is provided by an external organisation, it will be the responsibility of that organisation to implement an appropriate process for the collection of pupils, ensuring that they effectively identify and respond to safeguarding concerns.

### **5. Late collection procedure**

Parents will notify the school at the first possible opportunity if they believe they will be late to collect their child. If the pupil's parents cannot be reached via the contact details provided, emergency contacts will be contacted, and the school will continue to try and contact the parents. If the parents and emergency contacts cannot be contacted, the non-collection procedure will be followed as outlined in this policy.

While awaiting collection, pupils will be supervised at all times, ensuring appropriate staffing ratios are met. Where appropriate, a staff member will sensitively ask the pupil whether they are aware of any reason that could account for their parents being late.

## **6. Recurrence of late collection**

The length and frequency of late collections are monitored by the school. The school will keep a record of incidents where parents are late with no reasonable explanation.

Concerns regarding a pupil's safety and welfare associated with late collection will be dealt with in accordance with the school's Safeguarding Policy.

In the event of recurrence of late collection, where no reasonable explanation has been given, a letter will be sent home to the parents inviting them to a discussion about their circumstances.

## **7. Collecting a child on someone's behalf**

The school will never release a pupil into the care of another adult who is not a family member or named emergency contact without the consent of their parents.

Social workers will not be permitted to collect pupils from the school to attend care review meetings without the prior consent of teachers, foster carers, parents and the pupil themselves.

The school will not accept a list of people who may collect the pupil as a substitute for calling the school office and informing the school directly of the change in collection.

Pupils may be collected from school by an older sibling if the sibling is aged 16 or older.

If parents wish for their child to be collected by another party who does not have parental responsibility, whether this is a regular occurrence or a single occurrence, they will notify the school in writing or by telephone.

Staff members who are unsure of an adult's identity will ask to see identification. If there is uncertainty about a person's identity following the checking of their identification, the following procedure will be followed:

- A staff member will take the pupil to the school office
- The pupil's parents will be contacted for further advice
- A member of the SLT will be made aware of the situation
- If the pupil's parents are not contactable, the standard procedure for uncollected pupils will be followed. Under no circumstances will a pupil be allowed to leave the school with someone if they are showing signs of distress or anxiety.

## **8. Non-collection procedure**

The school will continue to try and contact the parents and named emergency contacts in the event of a non-collection. A detailed record of the action taken, and the calls made, will be kept.

Under no circumstances will staff members go and look for the parents. A staff member will supervise the pupil at all times.

If no contact has been made with the pupil's parents or emergency contacts, and no one has arrived to collect the child within an hour since the original collection time – the end of the school day or at 4.20pm if it was pre-arranged for a pupil to attend a school club – the school's Safeguarding Policy will be followed and children's social care, and the police if appropriate, will be contacted.

A member of staff will stay with the pupil until children's social care arrives. Once the situation has been resolved, the reason the circumstances arose will be established and noted, and steps to avoid recurrence will be taken by the school and parents.

#### **9. Monitoring and review**

Following an event of non-collection, the relevant procedures will be reviewed to ensure they were effective and will be amended where necessary.

This policy will be reviewed on an annual basis by the headteacher. The next scheduled review date for this policy is March 2027.

Any changes made to this policy will be communicated to all staff and parents.