

## Late Collection of Children

Policy and protocols for dealing with children not collected from school at the end of the day or school activity.

High Hazels recognises that it is a statutory duty to safeguard and promote the welfare of its pupils and this extends to having arrangements in place for dealing with children who are not collected after school or at the end of a school activity. This policy explains those arrangements and those that are agreed by Sheffield Safeguarding Board.

This policy will be brought to the attention of all parents by letter, as their child starts school in foundation or Y3 for the first time and will also be published on the school website.

**Young children can get very distressed when they are left behind at the end of school or after a club has finished. The responsibility for collecting children from school/nursery on time and safely transporting them home lies at all times with the parent/carer.**

For the purposes of this policy a parent/carer is deemed **LATE** if they collect their child more than ten minutes after the school/nursery session has ended.

Whilst there are many after school learning experiences, unfortunately, this academy has no facilities at the present for after school childcare. Teachers cannot be required to remain in school beyond their directed (paid) time. Teachers and other classroom staff use time after school for marking, preparation, staff meetings and training.

### Academy Expectations:

- ✓ The academy expects that all parents will provide accurate contact details including mobile phone numbers and emergency contact numbers. It is the responsibility of the parent to update the school whenever there is a change of number or address.
- ✓ We expect that all young children will be collected on time by a parent/carer or other **responsible adult**
- ✓ The academy must be informed about who is permitted to collect the child/children in advance
- ✓ Where parents wish for older children (Y5-6) to walk home unaccompanied, they must give written permission to this effect – **will not accept this over the telephone.**

Please note:

- ✓ **we will not release very young children into the care of children or to relatives or friends of the family if we have not been authorised by parents to do so.**
- ✓ **For reasons of security we cannot accept authorisation over the telephone because we are unable to verify who we are speaking to unless you have agreed with us a safe password.**

### Collection Procedure:

The academy day ends as follows:

**Nursery : 11.30am      3.30pm**  
**KS1: (Nursery Infant Academy) 3pm**  
**KS2 (Junior Academy) 3.05 pm**

All staff make every effort to release children for collection on time as stated above.

- Nursery children are to be collected from inside the nursery.
- Other children are collected from the school playground, where they wait ~~safely~~ with their class teacher. Parents will be notified of where each class waits. Other adults are also available in the yards for safety reasons.
- Children who are not collected five minutes after the session ends are taken into school with staff. Parents must then come into the main entrance where they can be directed to their child.
- Late parents will always be asked to explain 'Why are you late?'

If the child has still not been collected 30 minutes after the session ends, the Academy will make every effort to contact parents and carers using the information provided to us for this purpose. This will be done via telephone call and/or text message.

**We regret that for insurance purposes we are unable to transport children home from school in staff cars.**

If we are unable to reach anyone with parental responsibility we are required to report the matter to the police or to social care if the child is known to the assessment team. Contact will also be made to the child's allocated social worker or the emergency duty officer if applicable. At this stage, if no parent is available the police will notify the assessment team via the emergency duty team (EDT) who will arrange for the child to be taken to a place of safety eg. a temporary foster carer. The police may decide to take a Police Protection Order (PPO) as part of this process. They will notify the school of the child's placement and provide contact details as appropriate.

Late collection will be noted and the schools designated person for child protection will monitor the frequency of late collection from school. If there are patterns of late collection for example more than three episodes in a four week period, parents will be asked to come into school and discuss the reasons for lateness so that assistance can be given to resolve the problem. We may offer support through what is called a family assessment form (FCAF) to refer to and access the multi-agency support team locally.

If parents are unwilling or unable to address late collection issues with us, a direct referral will be made to social care.