

St Thomas of Canterbury Catholic Primary School

'To Love and To Serve'



Late Collection Policy

Review Date: November 2021

Late Collection Policy

At St Thomas of Canterbury RC Primary School we are committed to safeguarding and promoting the welfare of children and young people and expect all Staff and Volunteers to share this commitment.

1 Introduction

2 Statement of Intent

In the event that a child is not collected by an authorised person at the end of the school day the school puts into practice agreed procedures.

3 Aims

3.1 *The purpose of this policy is to ensure that all our staff are clear about the actions necessary with regard to a child being collected late. In the event that a child is not collected by an authorised adult, we will ensure the situation can be resolved as quickly as possible to cause as little distress as possible to the child. We inform parents/carers of our procedures so if they are unavoidably delayed they will be aware of procedures being followed.*

3.2 Parents of children starting in the school are asked to provide specific information which is kept in our data file in the office including:

- Home address and telephone number of parents/ carers
- Place of work, and telephone number (if applicable)
- Mobile telephone number (if applicable)
- Names and telephone numbers of adults who are authorised by the parents/carers to
- collect their child from the school i.e. child minder, relative, neighbour
- Information about any person who has been denied legal access to the child
- Information about who has primary responsibility for the child
- If there are any changes to any of the above we ask that the school office is notified immediately.

3.3 Where there is a change to the end of day arrangements we ask that the parents/carers inform the school office or the class teacher

4 Procedures

- *At 3.30pm the child's name is written in the Late Collection Book by a member of staff*
- Messages are checked to see if there are any changes to the end of day arrangements
- Parents/carers are contacted at home or work
- *If this is unsuccessful other authorised adults are contacted*
- If the child has not been collected after one hour (4.30pm) and no contact has been made or arrangements agreed we will follow our Child Protection Procedures and contact the Merton Mash or Child's home authority Children's Social Care Team for further advice
- Social Services will aim to find the parent/carer or relative and if unable to do so the child will be placed into the care of the Local Authority
- Under no circumstances will the staff go looking for the parent or take the child home
- A full report of the incident will be written and placed in the child's school file

- *The school will deliver a letter to the child/children's home informing the parents/carers where the child has been taken*

Children's Services
12th Floor Merton Civic Centre
London Road
Morden
SM4 5DX

Tel: 020 8545 4226/7 Fax: 020 8545 4204

All late collected children will be recorded in the "late book" and this information will be passed on to the school's educational welfare officer (EWO) for further investigation.

* Where a child has 3 recorded late collections in one half term a letter will be sent home to the parents.

* Where there is no improvement in late collection a second letter will be sent and a referral made to the Educational Welfare Officer.

* Where children are collected more than 15 minutes late from a school-run after-school club on 2 occasions they may lose their place at that club.

This policy will apply to children in the Early Years Foundation Stage within our school.

5 Monitoring and review

The governing body regularly monitors and reviews any incidents detailed in the interventions book. A named governor participates in the school's training with regard to child protection procedures. This policy is reviewed annually by the governing body.

Agreed by the school Governors

Signed COG – signed paper copy on file

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Appendix A

Late Collection of Child Incident Form

Name of Child

Date

Account of procedures Followed:

Signed: