

DOCUMENT CONTROL	
Document Title LATE COLLECTION OF CHILDREN	
Version Number 01	Author(s) (Name & Job Title) Mrs. A. Johnson, CEO
Date Approved November 2017	Document Status Live
Effective Date November 2017	Approved By The Loxford School Trust Board of Directors
Superseded Version September 2016	Date of Next Review Summer Term 2021



LOXFORD
School Trust

**THE LOXFORD SCHOOL TRUST
LATE COLLECTION OF CHILDREN**

Approved by:	MR. D. LOW, CHAIR _____	Date: SUMMER TERM 2019
Last reviewed on:	SUMMER TERM 2019	
Next review due by:	SUMMER TERM 2021	

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's within The Loxford School Trust puts into practice agreed procedures.

(Authorised Person – a responsible person aged 16 years or over for the Primary Phase).

Aim

In the event that a child is not collected by an Authorised Person, 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.

Methods

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, 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 school i.e. childminder, 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.

When there is a change to the end of the day arrangements we ask that parents/carers inform either the school office or the class teacher, where they will be given a code-word to pass on to the collecting adult. This will then be verified at the School Office.

We inform parents/carers that if children are not collected at the end of the day we follow the following procedures:

- 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 persons are contacted.
- In the meantime the child will wait in the school office under adult supervision.
- There is a fine of £10 if parents/carers are late collecting a child. An additional £10 charge is levied if a child is collected first 15 minutes and then 30 minutes late, an additional increment of £10.
- If the child has not been collected after one hour and no contact has been made, or arrangements agreed, we will follow our Child Protection Procedures and contact the Local Social Services.

The child/ren may be taken to a Social Services Office by a senior member of staff. A taxi will ALWAYS be used as transfer for the child and senior member of staff. The cost of the taxi will be charged to the parent/carer.

- 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 with them.
- A full report of the incident will be recorded and placed in the child's school file.
- The school will deliver a letter to the child/children's home informing the parent/carer that the child has been taken to a Social Services Office.
- All late collected children will be recorded in the 'late book' and this information will be passed on to the school's Education 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 Education Welfare Officer.
- Where children are collected more than 15 minutes late from an After-School Club on 2 occasions they will automatically lose their place at that Club. This policy will apply to all children in the Primary.
- Where a child is placed in an After-School Club, information about the child and contact details will be shared with After-School Club staff.