



LATE COLLECTION OF CHILD POLICY

School staff are responsible for the children during school opening hours. These are;

- Monday to Friday 8.40am to 3.30pm.

Parents/ Carers are asked by the school office 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.

This is updated annually via the data collection sheet.

If the parent/carer has an emergency whereby they are unable to collect their child at the end of the school day, the school must be informed immediately (**School Office 02476 251756**). If a parent/carer is incapacitated e.g. serious illness, car accident etc. we accept that you may be unable to inform the school of the situation immediately.

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

1. Messages are checked to see if there are any changes to the end of day arrangements.
2. Parents/ carers are contacted at home or work.
3. If this is unsuccessful other authorised adults are contacted.
4. In the meantime the child will wait in the school office under adult supervision.
5. If the child has not been collected after one hour we will follow our Child Protection Procedures and contact the Local Social Services
6. 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 staff leave school to look for the parent, nor take the child home with them.

A full written report of the incident will be recorded by the school. [Appendix A](#)

Date for review: March 2016



Appendix A

Late Collection of Child Incident Form

Name of Child _____

Year Group _____ Date ____/____/20____

Account of procedures followed:

Signed _____

Print Name _____ Position _____