St. Andrew's School.
Policies and Procedures.

Late and Non-Collection Policy

This policy is applicable to all pupils, including those in the EYFS

Introduction

St. Andrew's School recognises that it has a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with children who are delayed and/or not collected at the end of a school day, or at the end of an authorised activity, unless an agreement to walk home alone has be obtained.

Aim

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedures

Late collection

- Parents of all children starting at St. Andrew's School are asked to provide specific information which is recorded on our Admission Form, including:
    - Names and full addresses of parents/carers (and confirmation of parental responsibility)
    - Home and work telephone numbers
    - Mobile telephone numbers where appropriate
    - Names, addresses, telephone numbers of adults who are authorised by the parents to collect their child from the school
    - Information about any person who does **not** have legal access to the child. (Parent/ carers will need legal documentation to support this)

This information should be updated annually or whenever circumstances have changed. It is the parent/carer's responsibility to ensure that the pupil is collected by a responsible person. The school must be notified immediately it becomes apparent that the person collecting the child may be late.

- A child is registered late if not collected by 3:35pm, 4.30pm after clubs or 5.30pm after Afterschool Care.
- On occasions when parents or the persons authorised to collect the child are not able to do so, they should inform the class teacher or school office.
- On occasions when parents are aware that they will not be at home or their regular workplace they need to leave alternative contact details with the School Office.
- In the event that the parent/carer is running late or has made alternative collection with a friend/relative they should ring the school to advise us of those changes so that both the teacher and child are aware.

If it appears that there have been no alternative arrangements made for the collection of a child by the parent/carer, the School staff/club co-ordinators should take the following steps:

- Attempt to phone the parents/carers that are given on the child's form.
- Attempt to contact any other adults identified as emergency contacts on file.
- All reasonable attempts are made to contact the parents or nominated carers or emergency contacts.
- The child does not leave the premises with anyone other than those named on the registration form and names authorised by parents

- If the child is not collected by the end of after school care, the School will apply the procedures for uncollected children.
- The pupils may be sent into after school activities, parents will be invoiced for the services
- The child will remain with a member of staff on the School premises.

Non-Collected Pupils

- Under no circumstances are staff members to look for the parent, nor do they take the child home with them.
- If a child has not been collected by 5.30pm, the on duty member of the Senior Leadership Team must be informed.
- If there has been no contact made by 6:00pm, the member of SLT will telephone the Children's Social Care Team appropriate to the child's home address.
- The child will stay at the school in the care of two DBS checked employees (the Principal or a member of the Senior Leadership Team would normally be one of these people) until the child is safely collected by either the parent/carer/authorised person or a social care worker or by the Police.
- There is a late duty Senior Leadership Team rota each day to support the end of After School Care club.
- The Principal should discuss the incident with the parent/carer at the earliest opportunity in order to address the issue and prevent any further incidents.
- Details of the incident will be recorded by the DSL.

Mrs E Steinmann-Gilbert
Principal
St. Andrew's School

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