



Moat Farm Infant School

Late Collection Policy

Updated:	May 2019
Review Date:	May 2021
Chairs Signature	Hannah Massey

Statement of intent

Moat Farm Infant School believes it is essential to ensure all children leave school at the end of the day with a safe adult. We appreciate that, for many families, arrangements need to be flexible and it may be that a number of people care for the child after school. For this reason, we have set out clear procedures which all staff and parents must adhere to, to ensure the safeguarding and wellbeing of pupils.

The aim of this policy is to:

- Keep pupils safe.
- Ensure all staff members are aware of the correct procedures for the end of the school day.
- Make parents aware of the expectations regarding collecting children.
- Highlight the importance of parent-school communication.

1 Legal framework

1.1 This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- **Section 175 of the Education Act 2002**
- **DfE 'Statutory framework for the early years foundation stage' 2017**

1.2 This policy will be used in conjunction with the following school policies:

- **Health and Safety Policy**
- **Child Protection and Safeguarding Policy**

2 General collection procedure

Parents will promptly collect pupils at the end of the school day, which is:

- **3:00 pm for Nursery children**
- **3:20 pm for Reception, Year 1 and Year 2 children**

2.1 Parents will wait in the school playground for their child to arrive.

2.2 Children are to be collected at the end of the school day from their child's class teacher.

2.3 Children must inform their teacher when their agreed adult has arrived.

2.4 The teachers supervise the children until all children have been collected.

2.5 Sufficient staff to pupil ratios are met at all times during the collection process, including statutory ratios in relation to early years foundation stage pupils.

2.6 Under no circumstances will staff members take pupils home themselves.

2.7 Staff members will not release a pupil if it is felt that the parents are not in a fit state to ensure the pupil's safety or if the pupil shows signs of distress or anxiety.

3 After-school club collection procedure

3.1 All after-school clubs and extra-curricular activities will finish at **4:30pm**.

3.2 Children are to be collected from the hall doors and children must inform the teacher when their agreed adult has arrived.

3.3 Where after-school club provision is provided by an external organisation, it is the responsibility of that organisation to implement an appropriate process for the collection of pupils, ensuring that they effectively identify and respond to safeguarding concerns.

- 3.4 Pupils who attend Lavender Farm, which parents are charged for, will be collected from the school at the time pre-arranged with the parents.
- 3.5 Pupils who have not been collected following an after-school club will be escorted to Lavender Farm.
- 3.6 In the event that parents are late to collect their children, which then results in the pupils attending Lavender Farm, they will be charged.

4 Late collection procedure

- 4.1 Parents will notify the school at the first possible opportunity if they believe they will be late to collect their child.
- 4.2 Moat Farm Infant and Nursery School allows for a **10-minute** window for late arrival.
- 4.3 If a pupil has not been collected **10 minutes** after the specified collection time, the teacher will escort them to the school office where the Family Support Worker or another member of the office staff will try to contact the pupil's parents.
- 4.4 If the pupil's parents cannot be reached via the contact number provided, the pupil's emergency contact will be phoned.
- 4.5 The school will continue to try and contact the parents.
- 4.6 When a child has not been collected by **4.00 pm**, the child is enrolled within Lavender Farm's afterschool club. The parent is liable to pay the cost for this service.
- 4.7 All staff members, including those in charge of after-school activities, are aware of the school's internal procedure for late collection and will ensure that the situation is resolved whilst causing as little distress as possible to the pupil.
- 4.8 Pupils will be supervised at all times, ensuring appropriate staffing ratios are met – including those outlined in the 'Statutory framework for the early years foundation stage' where necessary.
- 4.9 Where appropriate, a staff member will sensitively ask the pupil whether they are aware of any reason that could account for their parents being late.
- 4.10 In the event that the parents cannot be contacted, the procedure for the non-collection of pupils will be followed.

5 Recurrence of late collection

- 5.1 The length and frequency of late collections are monitored by the school.
- 5.2 Concerns regarding a pupil's safety and welfare associated with late collection will be dealt with in accordance with the school's Child Protection and Safeguarding Policy.
- 5.3 The school will keep a record of incidents where parents are late with no reasonable explanation.
- 5.4 In the event of recurrence of late collection, where no reasonable explanation has been given, a letter will be sent home to the parents inviting them to a discussion about their circumstances.
- 5.5 Parents will be made aware of the arrangements that may be put in place if they continue to collect their child late.

6 Collecting a child on someone's behalf

- 6.1 At Moat Farm Infant School, we never release a pupil into the care of another adult who is not a family member or named emergency contact without the consent of their parents.
- 6.2 Pupils may be collected from school by an older secondary sibling as long as permission has been given by the parent in writing.
- 6.3 If parents wish for their child to be collected by another party who does not have parental responsibility, whether this is a regular occurrence or a single occurrence, this must be put in writing to the school.
- 6.4 In an emergency, verbal consent may be given for an agreed person to take their child home.
- 6.5 Verbal consent must include a full physical description of the person, unless already known to the school.
- 6.6 A password may be requested to be used by both parties to ensure the identity of the person collecting the pupil is the individual arranged by the parent.
- 6.7 Staff members who are unsure of an adult's identity will ask to see identification.
- 6.8 If there is uncertainty about a person's identity following the checking of their identification, the following procedure will be followed:
- 6.9 A staff member will take the pupil to the school office.
- 6.10 The pupil's parents will be contacted for further advice.

- 6.11 A member of the senior leadership team will be made aware of the situation.
- 6.12 If the pupil's parents are not contactable, the standard procedure for uncollected pupils will be followed.
- 6.13 Under no circumstances will a pupil be allowed to leave the school with someone if they are showing signs of distress or anxiety.

Parental Responsibility

The school acknowledges that those with Parental Responsibility have a legal right to collect their children from school which will be respected by the school. In the event of any dispute, it is the responsibility of the parents to notify the school of the arrangements that have been made. The school will of course comply with any court orders that may be in place.

7 Non-collection procedure

- 7.1 The school will continue to try and contact the parents and named emergency contact in the event of a non-collection.
- 7.2 A detailed record of the action taken and the calls made will be kept.
- 7.3 Under no circumstances will staff members go and look for the parents.
- 7.4 A staff member will supervise the pupil at all times.
- 7.5 If no contact has been made with the pupil's parents or emergency contact, and no one has arrived to collect the child within **an hour** since the end of the school day – 4:20 or at 5.30pm if it was pre-arranged for a pupil to attend a school club – the school's child protection procedure will be followed and children's services and the police will be contacted.
- 7.6 A member of staff will stay with the pupil until children's services arrives.
- 7.7 Once the situation has been resolved, the reason for the circumstances arose will be established and noted, and steps to avoid recurrence will be taken by the school and parents.

8 Monitoring and review

- 8.1 Following an event of non-collection, the relevant procedures will be reviewed to ensure they were effective and amended where necessary.
- 8.2 This policy will be reviewed on an **annual** basis by the Head Teacher and the Attendance lead.

8.3 Any changes made to this policy will be communicated to all teaching staff and parents.

Appendix a) Collecting children on time letter template

RE: Collecting children after school

Dear parents,

I would like to acknowledge and thank the vast majority of parents who always arrive at our school promptly to pick up their children at the end of the school day.

Unfortunately, it is becoming a regular occurrence that a number of parents regularly collect their children late from school, with some instances being **an hour** past the specified collection time.

I would like to take this opportunity to emphasise the importance of collecting children on time; the increased level of anxiety and distress a child can feel when their parents are late to pick them up can be particularly harmful.

The impact on school staff having to supervise children after the end of the school day is also an area of concern, with this situation regularly resulting in the office staff being unable to undertake their duties and prepare for the next school day.

To clarify, the collection times are as follows:

- Pupils in **Nursery** are to be picked up at **3:00pm**.
- Pupils in **Reception, Year 1 and Year 2** classes are to be picked up at **3:20pm**.
- Pupils attending after-school clubs are to be picked up at **4:30pm**.

In the event that pupils are not collected from the school at the times specified above, teachers will wait inside the school with the pupils for **10 minutes** before the children are taken to the **school office**, where they will be supervised by the school's Family Support Worker.

Parents will be informed of where their child is by using the emergency contact numbers provided to our school; however, if no contact has been established with the parents within **an hour** of the specified collection time, we will follow child protection procedures by informing the police and children's services of the situation. Please be aware that this can result in the child being taken into the care of children's services.

At our school, we understand that sometimes traffic can cause delays, and emergencies occur that cannot be avoided – when we are informed in advance of this, we will always take an understanding view.

Nonetheless, due to several parents regularly picking up their children late, and with no prior contact being made to the school, we will now be taking the following action:

- In the first instance of collecting children **over 10 minutes** late, parents will receive a verbal warning, in which they are given an opportunity to notify the school of any individual circumstances which have prompted the late pick up.

- In the event that a child is picked up late for a second time, the parents will be invited to meet with the **Family Support Worker and a member of the Senior Leadership Team** to discuss the late collection of their child and any assistance that is needed in order to pick up their child on time.
- When a child is collected late from school for a third time, the parents will receive a written warning from the **Head Teacher**.
- Parents who are over **10 minutes** late to collect their children from the school fourth time, will have their child placed in After-School club and will incur an additional cost.
- If children are not collected from after-school activities at the specified time, the same procedure will also apply.

I would like to reassure you that this procedure is in place in order to further safeguard children at the end of the school day, and I thank the vast majority of parents who do collect their children on time.

Thank you for your continued partnership in the safeguarding of children at our school and supporting their learning and wellbeing.

Kind regards,

Mrs Walker

Head Teacher

Appendix b)

Persistent Non-collection of pupil letter template

RE: Persistent Non-collection of pupil

Dear parent,

I am writing regarding the number of times your child has been collected late from school. Your child has been collected late on 3 occasions this year. It is the parents' responsibility to ensure children are collected on time and being collected late is very distressing for the child concerned.

If your child continues to be left uncollected after the end of the school day, the governing body has agreed that the following will happen:

- Parents who are over **10 minutes** late to collect their children from the school fourth time, will have their child placed in After-School club and will incur an additional cost.

If all reasonable attempts have been made to make contact with parents or any other nominated person, and these have failed then the school will contact the police and children's services of the situation. Please be aware that this can result in the child being taken into the care of children's services.

Kind regards,

Mrs Walker

Head Teacher

