



St Martin de Porres Catholic Primary School

Late Collection Policy

November 2024

“Working together in the light of the Lord”.

Policy aim:

- To ensure the prompt collection of all children from the school
- To ensure the safety and well-being of children

Collection of children at the end of the School day

It is the responsibility of parents to collect their child(ren) on time at the end of each schoolday. St Martin’s 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 not collected at the end of a school day, or at the end of an authorised activity.

On admission to the School, parents should supply:

- Names and full addresses of parents/carers (and confirmation of parental responsibility);
- Home and work telephone numbers;
- Mobile phone numbers where appropriate;
- Two emergency contacts who may be called in the event of the parents/carers being unobtainable or in the case of an emergency

It is the responsibility of the parent/carer to ensure this information is updated annually or whenever circumstances change.

In the event that the parent/carer is running late or has made either an alternative collection with a friend/relative or there is a change to normal collection arrangements (i.e child going on a playdate) they should phone the school office by 3pm to advise us of those changes so that both the school and child are aware.

If a pupil is not collected at the end of the school day or after attending after school clubs, it is important to make contact with parents, or anyone on the child's emergency contact list if parents are unavailable.

The late collection policy will operate to the following timetable from the end of the school day:

- School finishes at 3.10 pm for KS1 & 3.20pm for Early Years & KS2
- Teachers will bring children out onto the playground at this time to be collected.
- At 3.30 pm children will be taken to the office for collection.
- At 3.30 pm teacher training sessions and meetings begin.
- From 3.30 pm the late collection policy applies.

The teacher or an appropriate member of staff will:

1. Check with office staff to see whether a phone call or note has been received.
2. If a parent has not made contact or arrived by 3.20pm (KS1) or 3.30pm (KS2) (or 10 minutes after the end of a club), a member of school staff will make every effort to contact the parent.
3. If the parent cannot be reached, the emergency contacts provided will then be called. Contact numbers are kept in the office and on the School's Management Information System (MIS).

Procedure for when a child is not collected by 3.20pm / 3.30pm

- On the first occasion, a record will be kept.
- On the second occasion, a record will be kept.
- On the third occasion, the parent/carer will be asked to meet with a Senior member of staff and will receive a letter. Again a record will be kept.
- On the fourth occasion the parent/carer will be asked to meet with the Deputy Head or Co-Headteacher and will receive a letter. Parent / Carer will be informed that another occasion will result in Children's services being notified. Again a record will be kept.
- On the fifth occasion, Children's services will be contacted. A record will be kept.

The above will still apply if parents phone the school to say they are running late but children are still not collected by 3.20pm / 3.30 pm

After School Clubs

All clubs finish by 4:30pm. (unless stated otherwise)

Children must be collected by the agreed time stated on the permission slip.

- On the first occasion when a child is not collected on time, the parent/carer will be reminded about the club's finishing time.
- On the second occasion when a child is not collected at the agreed time, the parent/carers will be informed that their child will no longer be able to participate in the club.
- Late collections for clubs will be reviewed termly.

We ask parents to call the School Office if they are running very late to help appropriate provision to be made and children can be kept informed (please note that calling will not exempt a parent from the above procedure).

Non-Collection (after 30 minutes)

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

- Staff will attempt to phone the parents/carers that are given on the child's form.
- Staff will attempt to contact any other adults identified as emergency contacts on file.
- Staff will attempt to contact any other parents/carers who are known to the family to gather information on the child's parent's whereabouts.
- 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 or an adult who the parents have informed school have permission to collect the child.
- If no one collects the child after 30 minutes and there is no one who can be contacted to collect the child, we apply the procedures for uncollected children.
- Under no circumstances are the staff to look for the parent, nor do they take the child home with them. If there has been no contact made, or no staff available on the premises, telephone the police and give the child's details i.e. name, DOB, address, names of parents/carer's and any other contact details.
- The police may complete a home visit and/or undertake basic enquiries in order to locate the child's parents/carers.
- If the police cannot locate an appropriate adult to come for the child, they will notify social and health care via the emergency duty team, who will arrange for the child to be cared for, (possibly with foster carers).
- The police may decide to take the police protection order (PPO) as part of this process.
- The head teacher should discuss the incident with the parent/carer at the earliest opportunity in order to address the issue and prevent any further incidents.

- If there are two or more such episodes within a six-week period, staff should make a referral to social and health care. We contact the local authority, social service department.