



Late Collection and Abandoned Child Policy

Protocol for dealing with
children who are not
collected at the end of the
school day / activity

Introduction

Under Section 175 of the Education Act 2002, Local Authorities and Schools have a duty to safeguard and promote the welfare of children. A similar duty is placed on independent schools (Section 157). This duty should include making arrangements for dealing with children not collected at the end of a school day or at the end of a school activity which is authorised by the school, and where the Governing Body extends responsibility for the use of school premises.

This protocol is an example of arrangements which have been agreed by the Office of Children and Young People's Services, the Police, and Local Authority Children's Services. It has been personalised by the school and modified to meet local circumstances. Parents should be made aware of the protocol, in the Home School Contract via the school website and new intake parents meeting and when their child starts school.

Broad Heath Primary 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 not collected at the end of a school day or at the end of an authorised activity.

The protocol will be brought to the attention of parents, when their child starts school, through the Home School Contract and the school website.

On admission of their child 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.

This information should be updated annually or whenever circumstances change. 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.

If a parent/carer wishes for their child to be collected by somebody who does not have parental responsibility for the child, whether this is a regular arrangement or a one-off situation, the parent/carer must inform the main office staff, preferably by 2.30 pm although in emergencies we realise this maybe later. In the event of alternative arrangements being made in an emergency, the child's parent/carer must give verbal consent for an agreed person to take the child home and a 'password' given to the collector and the office. E.g. Coventry

Broad Heath Primary School agrees to care for a pupil who has not been collected from school, until they have been collected by a parent/carer, or until appropriate, alternative care arrangements have been made with Social Care and/or the Police, in order to maintain the child's safety.

The School's Designated Safeguarding Lead, supported by the pastoral team, will keep a record ('late pick up book') of incidents where parents/carers do not collect a child from school or are late for no explained or good reason or where there are repeated incidents. Teachers must inform the office staff of any late collections and these must be recorded in the 'late pick up' book.

The Late Pick Up book will be stored in the main office and will be monitored by the pastoral team each week. A phone call will be made to the parent if they are in the book and they will be reminded of the school policy for late pick up and informed that a fine will occur on

any incident. The head may use her discretion if she feels that the family had an emergency. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Child Protection and Safeguarding Policy and Procedures. In situations where the DSL or pastoral team considers it appropriate, a letter will be sent to the parent/carer notifying them of the arrangements put into place for their child.

- AT THE END OF THE SCHOOL DAY, the child should be brought directly to reception by 3.25pm. The office staff will try to contact the parents. The office is responsible for informing the Designated Safeguarding Lead if any children are not collected on time. The late collection fee will be charged on the first incident of late pick up if the *Head does not accept the reason/s offered*.
- Where a family has more than one child on site, parents should make arrangements for older children to meet at a designated area within the school grounds to encourage independence and minimise late collection and therefore reduce anxieties all round. This will ensure children are not brought to the office when parents are on the school site.
- The late collection of children from clubs as from the Spring term 2019 onwards will result in a late pick up fine; as parents should be clear about policy, as clubs have been in place for a term. Parents new to the school will be given the benefit of doubt.

Office staff to follow below procedures:

'Abandoned Child'

- Inform Designated Safeguarding Lead (DSL) or deputy DSL or pastoral team
- Continue to try all possible numbers
- Home visit to the home address on the system if staff are available- this will be done by the pastoral team.
- After the allocated time of 30 minutes if there is still no contact with parent/carers and emergency numbers then POLICE to be contacted on 101.
- The police will then investigate further
- After 45 minutes SOCIAL CARE will be informed on 02476788555 and out of hours team on 02476832208
- The incident will be logged on CPOMS by a member of the pastoral team.
- Social Care will give advice and make appropriate checks. However, school will continue to be responsible for trying to contact the parent/carer/emergency contact and to keep Social Care updated about the situation. If there are any concerns about the welfare of the parent/carer, Social Care may ask the local Police to visit the home address; please note that the Police cannot themselves provide a place of safety for a child(ren).
- If attempts to contact a parent/carer are still unsuccessful, school and Social Care will jointly take responsibility for arranging for children to be transported to the Social Care team, (or other appropriate venue) who will arrange a place of safety. This is considered to be a last resort and parent/carers should do their best to ensure that this is not necessary. Social Care will notify the school of the child's placement and provide contact details as appropriate. It will be the intention to return the child to the parents/carers at the earliest opportunity. It should be noted that Social Care offices close at 5.00 p.m. on Monday – Friday, and Schools should contact the Emergency Duty Team after these hours.
- Plans for transporting a child will comply with local arrangements concerning insurance, staff availability out of hours and any relevant information from the school relating to the child's specific needs including special needs, emotional difficulties or behavioural difficulties. All occasions when a child or young person requires transport in an

emergency situation must be recorded on CPOMS and reported to a senior manager and the parents (using the procedure described above regarding the Collection Consent Form if appropriate). Broad Heath Primary will ensure that the relevant Social Care Team is alerted.

- Any call which results in action being taken by Social Care/Police should be followed up in writing within 48 hours, using the Single Agency Referral Form.
- All parents who are more than 15 minutes late to collect their child will receive a phone call from a member of the pastoral team.
- If a child is not collected by a parent/carer within fifteen minutes after the school day or approved activity, every effort will be made by the teacher or office staff (if informed by the teacher) in the first instance, to contact the parent/carer, failing that, the emergency contact previously provided by the parent
- The teacher/ Learning Support Assistant will take the child(ren) to the main office and inform the staff.
- If the school receives a call from the parent/carer to inform us that they will be late, the office staff will contact the teacher.
- If the parent/carer has not arrived within fifteen minutes, or cannot be reached, the child will remain in the main office area.
- A Late Collection will be recorded in the late pick up book in the main office. The office staff will inform the pastoral team when this occurs.

Fees for Late Pick Ups

- If you are late picking your child(ren) up on any given day, the standard late fee of £5 per 15 minutes per child will be imposed. Please note: This is £20 an hour, so please be on time! We do however give parents the choice of paying the fine and/ or giving the school some time. The time will be directed by the teachers as they see fit. An agreed time for set aside for this.
- Activities that you may be asked to do include: E.g. Hearing a child read, sticking work in books etc.
- Late pickup fees are collected at the time of the late pickup. Also, a late drop-off does not allow for a late pick-up.
- We too have commitments after work and expect to be able to leave on time.
- We expect children to be picked up promptly at 3:15 p.m. (Children who are enrolled in after school clubs will be sent to their chosen club at 3:15 pm)

Two things happen when you are late picking up your child.

First, your child becomes anxious about why you are late.

Second, staff, who have working responsibilities after children depart as well as family commitments themselves, may have to stay at school past their scheduled time and are late for their afternoon or evening engagements.

Staff work hard each day providing an enriching environment and activities for your child and we appreciate emergencies do happen but we all need to listen, be fair and support school, rules and systems. We will look at every incident on an individual basis.

Doc name: Late Collection Policy and Abandoned Child Policy

Reviewed by: The Pastoral Team/leadership/Governors

Amended: June 2021

Next review: As required