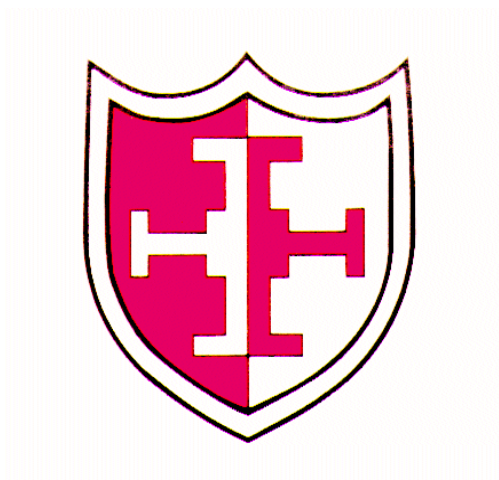


ST. CHAD'S CATHOLIC PRIMARY SCHOOL

LATE / NON-COLLECTION POLICY



'Christ in our heads, our hearts, our hands'

AIM

We aim to provide a safe and caring environment. In the event that a child is not collected and a parent/carer is delayed, they will be reassured in order to cause as little distress as possible. In the event that a child is not collected by an authorised adult, we put into practice the agreed procedures, unless written agreement to walk home alone has been obtained (Year 6 only).

METHODS

Late Collection

- Parents/carers of the child/ren starting school are required to provide specific information which is recorded on the child's registration form and include information about any person who does not have legal access to the child
- On occasions when parents/carers or the persons authorised to collect the child are not able to do so, such as the child visiting a child's house after school or attending an after school club, they should make sure their child's class teacher and the office are aware before collection
- On occasions when parents/carers are aware that they will not be at home or at their regular workplace they need to leave alternative contact details with the staff
- 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 with as much notice as possible.
- 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 action:
 - Attempt to phone the parents/carers that are given on the child's contact form
 - Attempt to contact any other adults identified as emergency contacts on file
 - All reasonable attempts are made to contact the parents/carers or nominated carers of emergency contacts. If the child is registered at the After School Club (Sedgley Kids) then they will be contacted to see if the child should be with them
 - The child does not leave the premises with anyone other than those named on their collection list, nominated or verbally agreed by parents/carers
 - The child will remain with a member of staff until collected
 - If no one collects the child after a reasonable* period of trying and there is no one who can be contacted to collect the child, we apply the procedures for uncollected children

* *What is deemed reasonable will be decided on by the Headteacher*

Uncollected Children – (after 4:30pm) or (15 minutes after an after school club)

- Under no circumstances are staff to take the child home with them. If there has been no contact made, or no staff available on the premises after a reasonable* period, the school will telephone the police and give the child's details i.e. name, date of birth, address, names of parents/carers and any other contact details
- The police are likely to 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 services 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 out a police protection order (PPO) as part of this process
- The Headteacher should discuss the incident with the parents/carers at the earliest opportunity in order to address the issue and prevent any further incidents

Charges

While appreciating that parents/carers are occasionally delayed, the parents/carers of those children who are regularly late being collected after the end of the school day, will be charged a Child Care fee of £3.50 until 3.45pm and £5 for any time after 3.45pm.