

Late Collection of Children Policy

Reviewed by: Sarah Fox

Reviewed: April 2023

Next review: April 2026

Related Policies: Safeguarding and Child Protection Policy, Travelling to and from School Independently Policy

Endorsement

Full endorsement is given to this policy by:

Name: Joel Chalfen

Position: Cambridge Steiner School Trustee

Signed:



Date:

Introduction

Cambridge Steiner School recognises that it has a statutory duty to safeguard and promote the welfare of pupils (*Keeping Children Safe in Education, DfE, September 2019*) 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 procedures will be brought to the attention of parents during the admission process.

This policy reflects the arrangements which have been agreed by the Office of Children and Young People's Services, the Police, and Local Authority Children's Services. The arrangements can be personalised by schools and modified to meet local circumstances.

On admission of their child to the school, parents must 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
- Information about any person who has been denied legal access to the child.

If there are any changes to the information provided, it is the parent/carer's responsibility to notify reception and the pupil's teacher immediately.

It is the parent/carer's responsibility to ensure that the pupil is collected by a responsible person. Parents/carers must notify the school immediately when it becomes apparent that the person collecting the child may be late.

Collection Consent Form

If a parent/carer wishes for their child to be collected by somebody who does not have parental responsibility for them, whether this is a regular arrangement or a one-off situation, the parent/carer must complete and sign a Collection Consent Form, available from Reception.

In the event of alternative arrangements being made in an emergency, the child's parent/carer must give verbal consent via the telephone for an agreed person to take the child home. This must be recorded on a Collection Consent Form by the Receptionist and passed on to the teacher. The parent/carer must sign it in person the following day or as soon as possible to confirm that this arrangement was made at their request and with their consent.

Late Collection

Cambridge Steiner School agrees to care for a pupil who has not been collected from school, until such a time as 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 (DSL) will keep a record of incidents (via Myconcern) 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. For this reason, the teacher/receptionist must complete a Late Collection Notification Slip (to be signed by the parent) and inform the DSL (via Myconcern). If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Safeguarding and Child Protection Policy. In situations where the Education Manager and/or DSL consider it appropriate, a letter will be sent to the parent/carer notifying them of the arrangements put into place for their child. An example is given in the appendices.

Procedure for children not collected at the end of the school day or school activity.

- The teacher will take care of the child in their own classroom for up to 15 minutes, after this the child will be taken to Reception.
- The teacher or Receptionist will contact the parent/carer (a contact list is kept in the class register or can be accessed on Engage).
- The teacher or Receptionist will fill in a Late Collection Notification Form and pass this on to the person taking over care of the child (initially reception).
- If contact with the parent/carer has not been made, then the Receptionist will then try to contact the emergency contact(s) previously provided by the parent.
- If contact with the parents/carers/emergency contact(s) cannot be made immediately then the Education Manager/DSL will be informed in person and will make arrangements for the child to be supervised.
- If contact with the parents/carers/emergency contact(s) cannot be made within an hour of the usual collection time, the Education Manager/DSL will contact the Duty Social Worker for Children's Services at the Multi-Agency Safeguarding Hub (MASH, 0345 045 1362), or the Emergency Duty Team out of hours (01733 234724), to discuss the concerns and ask advice. This allows the Social Care Team to be aware of the possibility that they may need to make arrangements for the alternative care of the child. Social Care will give advice and make appropriate checks for information which may need to be passed on (see Appendix B).
- Parents/carers must sign the Late Collection Notification form when picking up the child or as soon as possible afterwards.

- The School reserves the right to charge the parents a fee, which may amount to a full afternoon session fee.
- The teacher or Receptionist should sign all Late Collection Notification forms before passing them to the DSL (scan and log on myconcerns, then file the original form in the child's file). This should be done on the same day.

If attempts to contact a parent/carer are unsuccessful, the 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 themselves cannot provide a place of safety for children).

The School and Social Care will jointly take responsibility for arranging for the child/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 parents/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.

The child will be taken to the social services address by a member of the School Leadership Team. A taxi will **always** be used as transfer for the child and the member of staff. The cost of the taxi will be charged to the parent/carer.

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 special needs or behavioural difficulties.

All occasions when a child or young person requires transport in an emergency situation must be recorded and reported to the Education Manager and the parents (using the procedure described above regarding the Collection Consent Form if appropriate).

Any call which results in action being taken by Social Care/the Police should be followed up in writing within 48 hours, using the Joint Referral Form.

Procedure for collection from the woodland setting

The School operates a school bus to and from the woodland setting. Parents/carers may only collect the children from the woods by special arrangement, in which case parents/carers should pick up from the woodland at an agreed time.

If the parent/carer is delayed and is not at the woodland car park at the agreed time, parents/carers must call the Woodland Teacher immediately (woodland phone number is given to parents).

The following procedure is followed:

- If there is a spare seat in the bus, the child will be taken to School and the usual Late Collection Procedure will be followed.
- If there is no spare seat in the bus and there are more than two staff members on the bus, the child will replace a member of staff and will be taken to School and the usual Late Collection

Procedure will be followed. The member of staff will then either leave the woodland in their own vehicle or the School will cover the cost of a taxi if needed.

- If it is not possible for the child to return on the bus, a member of staff will stay with the child for 15 minutes after the end of the woodland session and try to telephone the parents/carers and also the Receptionist. The School will make every effort to contact the parents/carers or emergency contact(s). The Receptionist will contact the Woodland Teacher/member of staff in the woodland setting to let him/her know if the parent/carer will arrive within the 15 minute waiting time.
- If the parent/carer has not arrived within 15 minutes or cannot be reached, the child will be taken to the School by the member of staff in the woodland (provided he/she has access to a vehicle and the appropriate insurance), or the School will arrange to have them collected in a taxi.
- The child will be taken directly to reception on arrival at School. A Late Collection Notification Form should be completed once the child is settled with the Receptionist, who will inform the Education Manager/DSL.

Regularly Transported Children

Where arrangements are in place for a child to be transported regularly to or from school in the School Bus and the child's parents/carers are not at the stop to meet the child, the driver will wait for up to five minutes (if safe to do so) and then inform the School. The driver will then continue the school run and the child will remain in the vehicle until the run is completed. Meanwhile, the School will continue to try and contact the parents/carers to arrange collection from the bus. Should this not be possible, then the child will be returned to the School with the bus driver. The driver will ensure that the child is safely handed over to the Education Manager/DSL at the School. Then the normal Late Collection Procedure will be followed.

Major Incidents

If an incident occurs, which results in a large number of children not being collected, Social Care will be contacted at the earliest opportunity, because it may be necessary to accommodate the children at a single location until appropriate arrangements can be made. If the nature of the incident is serious, it may be that the arrangements will form part of the Local Authority's emergency plan.

Appendix A

List of information which may be required by Contact Centre/Social Care in the event of a child being referred as not having been collected:

Child's details

Name

Date of birth

Address

Gender

Ethnicity

Religion

First language or communication needs

SEND or behavioural needs

Medical needs

Dietary requirements

Brief outline of situation

Name, role and contact details of referrer

Parent/carer/emergency contact details

Name

Address(es)

Contact telephone numbers

Any current/previous child protection concerns

Any previous incidents of child not being collected

Appendix B

For use when a child has not been collected more than 15 minutes late, without alternative collection arrangements having been made.

(To be put onto School letter-headed paper)

[Name of Parent/Carer]

[Address]

[Address]

[Address]

[Post Code]

Date:

Dear [Parent/Carer]

As you are aware, [Child] was collected late from school on [date]. I would like to remind you that, in order to safeguard the welfare of your child, the School is obliged to implement our Late Collection Procedure (which is based on that of the Local Authority) for children not collected on time at the end of the School day. If you are regularly late to collect your child, or if you are **at any time** more than an hour late to do so, **we are required** to contact Social Care to report this and ask their advice. If we can't reach you within one hour, then Social Care may make arrangements for your child to be taken to a safe place.

We are obliged by law to meet the Child Protection regulations for schools, and our Late Collection Procedure is important in helping us to meet some of these obligations. Please do speak to either myself or your child's teacher if you are currently experiencing difficulties in collecting your child, or if you would like to discuss this further.

Thank you very much for your understanding.

Yours sincerely

[Name]

[Education Manager/Designated Safeguarding Lead]

Appendix C

For use when emergency alternative transport arrangements have been made with the parent's/carer's verbal consent only.

(To be put onto School letter-headed paper)

[Name of Parent/Carer]

[Address]

[Address]

[Address]

[Post Code]

Date:

Dear [Parent/Carer]

This letter is to document that as you were not able to collect [Child] from school on [date], you gave your consent via telephone for [Name] to take [him/her] home. This was noted by the School at the time on a Collection Consent Form and this arrangement was carried out in order to safeguard the welfare of your child. Please sign this form as soon as possible to confirm that this arrangement was made at your request and with your consent, and to discuss the reason(s) for your child not being collected with your child's teacher, if you have not already done so. Thank you very much.

Yours sincerely

[Name]

[Education Manager/Designated Safeguarding Lead]

Appendix D

For use when a child has not been collected within one hour, and Social Care has been contacted.

(To be put onto School letter-headed paper)

[Name of Parent/Carer]

[Address]

[Address]

[Address]

[Post Code]

Date:

Dear [Parent/Carer]

[Child] was not collected from school on [date] and we were unable to contact you or the emergency contact(s).

As a result, in order to safeguard the welfare of your child, the School was obliged to implement the Late Collection of Children Policy.

This procedure, which has generally been agreed by Social Care and the Police, involved us contacting Social Care in order that arrangements could be made for your child to be taken to a safe place. I am sure that you will appreciate the importance of providing for your child in these circumstances.

I hope that the reasons for your child not being collected are not serious, but would ask you to contact me as soon as possible to discuss the matter further.

Yours sincerely

[Name]

[Education Manager/Designated Safeguarding Lead]

Appendix E

For use by Class Teachers/Receptionist every time a parent/carer is more than 15 minutes late to collect a child.

LATE COLLECTION NOTIFICATION FORM			
Please complete for every child not collected within 15 minutes of the end of the school day/session/activity. Please inform the Education Manager/DSL if it has been possible to reach the parents/carers/emergency contacts. Please sign the form before passing to the DSL (scan and log on myconcerns, then file the original form in the child's file). This should be done on the same day. Thank you.			
DATE:		CLASS:	
NAME OF TEACHER:			
NAME OF CHILD NOT COLLECTED:			
HAVE YOU REACHED THE PARENT/CARER?	YES / NO		
IF SO, PLEASE BRIEFLY STATE WHO HAS BEEN CONTACTED, AND WHAT ARRANGEMENT HAS BEEN MADE WITH THEM:			

Teacher/Receptionist to complete if contact is made and child is collected promptly:

I confirm that the Late Collection Procedure has been followed, and the child has been collected safely by their parent/carer/alternative arrangements agreed by parents (details above).	
<i>[Please ask parents to sign below, then scan this form and log as a concern on myconcerns]</i>	
TEACHER'S SIGNATURE:	

Teacher/Receptionist to complete if initial attempts to contact parent/carers/emergency contacts have not been successful:

I confirm that the Late Collection Procedure has been followed, and the child has been taken to the Education Manager/DSL (or in their absence another member of the School Leadership Team), and I have tried to contact the child's parent/carer/emergency contacts myself in the first instance.	
TEACHER/RECEPTIONIST'S SIGNATURE:	

Education Manager/DSL (or other appropriate member of staff as above) to complete:

I confirm that the Late Collection Procedure has been followed, and that I was informed by the Class Teacher/Receptionist as stated above.	
<i>[Please ask parents to sign below, then scan this form and log as a concern on myconcerns]</i>	
NAME:	
JOB TITLE:	
SIGNATURE:	

FURTHER ACTION TAKEN:

Parent/Carer to complete:

NAME:	
RELATIONSHIP TO CHILD:	
TIME COLLECTED:	
REASON FOR LATE COLLECTION:	
SIGNATURE:	

Designated Safeguarding Lead to follow up using myconcerns