



Late Collection Policy

Yateley Manor School

September 2024

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1. Late and Non-Collection Policy

This policy sets out what should be done in the event of parents failing to collect a child at the end of the school day.

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

2. Late Collection

- Parents of the children 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 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 inform the school office of the names of the person collecting their child.
- On occasions when parents 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 phone the school office to advise us of those changes so that both the school and child are aware.
- A Pre-Prep, Prep or Senior child will be placed into an afterschool club if a parent or authorised person does not collect at the expected time. Nursery children will remain in the Nursery.

3. Non-Collection

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 at the end of the school day:

- Staff will attempt to phone the parents/carers that are given on the child's form.
(Contact numbers are kept on the School's Management Information System (SIMS) and the Family app for Nursery pupils).
- Staff will attempt to contact any other adults identified as emergency contacts on file.
(Contact numbers are kept on the School's Management Information System (SIMS) and the Family app for Nursery pupils).
- 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 a parent has not made contact or arrived after an additional 15 minutes, a further phone call will be made and a member of the Senior Leadership Team will be informed.
- If no one collects the child by 7.00 pm and there is no one who can be contacted to collect the child, we apply the procedures for uncollected children.

- Two members of staff must remain with a Nursery and/or Pre-Prep child and one member of staff must remain with a Prep and/or Senior child at all times until they have been collected.
- 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/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 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 Headteacher 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.

4. Contact Arrangements after 6.00 pm

- After 6.00 pm the telephones in the main school building are unmanned and any calls coming into school after this time are automatically switched through to 'Late class' where the supervising member of staff will answer.
- Late class runs until 6.00pm (for Nursery and Pre-Prep children) and until 6.30 pm (for Prep and Senior children) but there are occasions when all the children will have been picked up before this time and there will therefore be no member of staff to take the call.
- Any parent needing to contact the school urgently e.g. their child has failed to arrive at the coach stop as anticipated, should do so on the following number (until 6.30 pm): **01252 405500**

5. Version Control

Date of adoption of this policy	September 2024
Date of last review of this policy	September 2024
Date for next review of this policy	September 2026
Policy owner (SLT)	SLT