



## Late Collection Policy 2021 - 2024

<b>Approved by:</b>	Darran Callaghan	<b>Date:</b> November 2020
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## Holywell Primary School, Upchurch Late Collection Policy

*Holywell School is a safe school and follows  
Government PREVENT protocols to ensure it stays that way.*

### **CONVENTION ON THE RIGHTS OF THE CHILD**

As a school that respects the rights of the children and adults in our school family, community and beyond, we aim for each school policy to adhere to articles from **UNICEF's Convention on the Rights of the Child**.

In this policy, we are working towards the following articles:

- **Article 15** - We aim for all members of the school community to treat each other with respect.

### **INTRODUCTION**

The school staff are responsible for the children during school opening hours. They have other commitments once their teaching day has finished.

If the parent/carer has an emergency whereby they are unable to collect their child at the end of the school day, the school must be informed immediately (**School Office 01634 388416**). If a parent/carer is incapacitated e.g. serious illness, car accident etc. we accept that you may be unable to inform the school of the situation immediately.

If a child is not collected from school, the procedure we will follow is set out below:

- 1) We will check for any information about changes to the normal collection routines.
- 2) If no information is available, attempts to contact the parents/carers will be made at home/work/mobile phone.
- 3) If this is unsuccessful, the adults that are authorised by the parents to collect their child from the setting and whose telephone numbers are recorded on our systems will be contacted.

- 4) All reasonable attempts will be made to contact the parents or nominated carers.
- 5) The child will not leave the premises with anyone other than those named on the registration form and/or with written permission from the parents/carers.
- 6) If no-one collects the child by staff home time: Monday to Friday – 5:30pm, and there is no-one who can be contacted to collect the child, we will apply the procedure for uncollected children, as set out below.

#### **PROCEDURE FOR UNCOLLECTED CHILDREN**

We have been advised by the Local Authority that if there is no response from your emergency contacts, then the school must report the situation to Social Services, who will decide on the best course of action.

- 1) We will contact: Children's Services Department Swale Social Services, Avenue of Remembrance, Sittingbourne, Kent, ME10 4DD Telephone Number 01795 473333
- 2) Members of staff will wait until the child is safely collected either by the parents or by a social worker.
- 3) Social Services will aim to find the parent or relative. If they are unable to do so, the child will be admitted into the care of the local authority.
- 4) Under no circumstances will staff to go to look for the parent, nor take the child home with them.**
- 5) A full written report of the incident will be recorded in the incident book.