

# St. John the Evangelist Catholic Academy

*Part of the Newman Catholic Collegiate*



## Policy on Late/Non Collection of Pupils

Policy Written:	Date: March 2014
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## Policy on Late/Non Collection of Pupils

St. John the Evangelist Catholic Academy closes at 15.10 daily for Foundation Stage, 15.15 for Key Stage One (The Avenue) children and 3.30p.m. for all children in Key Stage 2 (Gloucester Road). All children should be collected at the correct time unless they have been booked in to the after school club. If a parent is unavoidably delayed due to circumstances beyond their control they should make all efforts to contact school directly.

### Statement of intent

*In the event that a child is not collected by an authorised adult at the end of the day, the staff of St. John the Evangelist Catholic Academy will put into practice the agreed procedures.*

### Aim

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. Parents will be informed of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

### Procedures

Parents of children enrolling at St. John the Evangelist Catholic Academy are asked to provide specific information which is recorded on our Registration Form, including:

- home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour's or close relative;
- Place of work, address and telephone number (if applicable);
- mobile telephone number (if applicable);
- names, address, telephone numbers and signatures of adults who are authorised by the parents to collect their child from St. John the Evangelist Catholic Academy, for example a child minder or grandparent;
- information about any person who does not have legal access to the child;
- who has parental responsibility for the child?

### **PARENTS SHOULD ADVISE THE SCHOOL OF ANY CHANGE OF INFORMATION IMMEDIATELY**

On occasions when parents are aware that they will not be at home or in their usual place of work, they should inform us how they can be contacted.

If a child is not collected at the end of the day, our staff will follow the following procedures:

<b>End of school day (3.10p.m./3.15p.m./3.30p.m.)</b>
If a parent/carer is not present the child should return to the school building where they can be supervised. Children should not be sent to after school clubs without parental permission
<b>+ 15 minutes (3.25p.m./3.30p.m./3.45p.m.)</b>
Check with the office whether a parent has tried to make contact. Try the emergency contacts and ask them to collect the child. If there is a reasonable reason why the child cannot be collected then the child with the parent/carers permission can either: <ul style="list-style-type: none"> <li>· be taken home but the school will need the agreement of the parent/carer, as well two staff members or</li> <li>· the child can be sent to the after school club. (Full fees will be charged for this.)</li> </ul> <p style="text-align: center;"><b>Staff must ensure all Safeguarding procedures are being adhered to.</b></p>
<b>+30 minutes (3.40p.m./3.45p.m./4.00p.m.)</b>
If no contact with the parent/carer has been made then, where age appropriate, the child can be asked if they have any additional contacts. Social Services should be contacted to see if they have any information concerning the child and/or contact details of family or friends. <b>(Local Safeguarding Team 01782 296290/ First Response 0800 1313 126)</b>
If an older child who expects to be collected on a particular day but often goes home independently can, after ensuring a responsible adult is at home, can be permitted to make their own way home. After a reasonable time staff should phone the home to ensure the child has arrived safely.
<b>+ 45 minutes (3.55p.m./4.00p.m./4.15p.m.)</b>
Should the responsible adult arrive in this period an explanation for the delay should be asked for. Depending upon the explanation a referral to social care should be discussed with the responsible adult. Children should not be released to any person who is under the influence of drink or drugs. If the adult is under the influence of drink or drugs then an immediate referral to Police and Social Services should be made. <b>(Police (999) 101 / First Response 0800 1313 126)</b>
<b>+60 minutes (4.10p.m./4.15p.m./4.30p.m.)</b>
Inform the police and social services that you have an abandoned child at your school. Have the child's name, date of birth, address and contact details ready. The police and social services will pass on any useful information to assist the school to locate parents/carers. <b>Under no circumstances should a member of staff take the child home with them or go to look for parents/carers.</b>
<b>4.15 - 5.15p.m.</b>
Social Services, in liaison with school staff, will continue to try to identify a placement with a person known to the child. If no placement can be identified then social services will place the child in a foster placement as they have been technically abandoned. Notice of any actions will be left at the family home by social services or school staff. Contact Police and Emergency Duty team to advise of outcome. <b>(Police (999) 101 / First Response 0800 1313 126)</b>
<b>Within 24 hours</b>
A record of actions should be made and this record passed to the designated member of staff for child protection.

Appendix 1

**Record of Actions**

<b>Name of pupil(s):</b>				
<b>Time</b>	<b>Action</b>	<b>Outcome</b>	<b>Next Step</b>	<b>Signature</b>


### A Record of Actions

Name of child(ren)	Date of incident:
End of school day (3.15p.m./3.30p.m.)	
+ 15 minutes (3.30p.m./3.15p.m.)	
+30 minutes (3.45p.m./4.00.m.)	
+ 45 minutes (4.00p.m./4.15p.m.)	

+60 minutes (4.15p.m./4.30p.m.)
4.15 - 5.15p.m.
Within 24 hours

Name and signature of member of staff completing record:

Name:

Signature: