

COLLECTION OF PUPIL POLICY

What happens if parents/carers appear unable to provide safe care for their child

There may be times when the school is worried that the adult collecting a child is under the influence of alcohol or drugs, or their behaviour otherwise suggests that they may not be in a fit state to safely look after the child. In this case, the school may decide to:

- contact another family member to collect the child
- record the incident as a potential safeguarding concern.
- Repeated instances of an adult appearing unfit to provide safe care should be discussed with children's social care.
- Schools do not have the legal authority to keep a child on the premises against a parent/carer's will.
- If the school has immediate concerns about a child's welfare and the parent/carer insists on taking the child, then the school should:
 - contact the police
 - make a safeguarding referral to children's social care
 - keep a full written report of the incident.

At the start of every academic year, parents/carers MUST inform the school office, if someone other than the parents will be collecting the children on a consistent basis.

Collection other than by parents

- Children can only be collected by anyone who is **16 years and above**. If parents or carers would like friends, neighbours or relatives to collect their child/ren, they must telephone the school to let us know who will be collecting.
- If a brother or sister who is younger than **16 years of age** is to collect, their parents must TELEPHONE the school to authorise release of the child to anyone younger than 16 years of age.

Late collection of a child from School

- If a child is not collected at the end of the school day and the parents have not called school to say they will be late, the child should be brought into the office and handed over to the headteacher.
- The school office will endeavour to contact the child's parents or emergency contacts.
- If this is not possible, the police should be contacted as this may be classed as "abandonment".

Regular Late collection of a child from School

- If a child is not collected at the end of the school day and the parents have not called school to say they will be late, the child should be brought into the office and handed over to the Headteacher.
- The school office will endeavour to contact the child's parents or emergency contacts.
- After 3:30pm, we will log the details of the child to enable us to monitor the frequency of late collections. (see appendix 1)
- The headteacher will speak to the parents about late collection and its impact on the child and school and seek to explain the parent's responsibilities with regards to collection.
- This situation will be monitored. If the situation doesn't improve, the school's allocated AWA will be informed.
- The AWA will speak to the family about the situation and try to bring a resolution.

Procedure if a child remains uncollected after 45 minutes.

This aspect of the policy relates to the school's statutory duty to safeguard and promote the welfare of pupils, and operate for every situation where a parent or carer cannot be contacted within **45 minutes** of the end of the school day/club/activity.

In the case of a pupil not being collected and no contact being made by the parents with the school or the school being unable to make contact with one of the emergency contacts within **45 minutes** of the end of the day/end of the club/activity, the School will ring either Police (101) or Tower Hamlets Social Care team to discuss the situation and ask for advice. This will allow the Social Care Team to begin to plan for the possibility that they may need to make arrangements for the alternative care of the child.

Discretion should be used with the above procedures in exceptional circumstances such as major disasters or unexpected early closures. Under no circumstances should staff take the pupil home with them.

Home-alone children

- Children in Y5 and Y6 will be allowed to go home alone **ONLY** with written permission from parents.
- They will not be allowed to take along a sibling.

Should an older child who goes home alone not arrive at home at the expected time and the school has been informed, the school will support the parents in locating the child by:

- Calling known friends to check.
- Searching the school building and immediate surroundings.

Late Collection Log

Appendix 1

Date	Name	Class	Reason for late collection	Time of collection