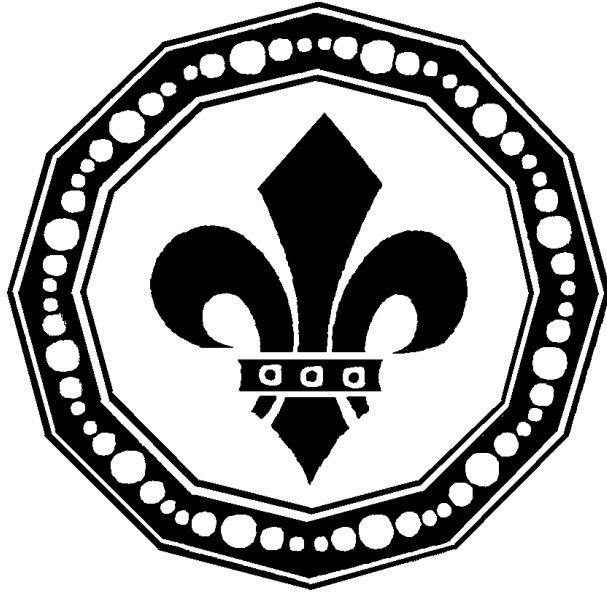


"Flourish for the future"



**ST. MARY'S
CHURCH OF ENGLAND
PRIMARY SCHOOL, WELHAM GREEN**

Late Collection Policy

Date: **January 2024**

Review: **January 2026**

Headteacher – Mr. A.D. Petty

Chair of Governors – Mrs S Hoile

We are a welcoming Christian community where every child has the chance to flourish. We bring and share joy, inspire daily and creatively equip children for the future. We're thankful for all that God has provide; proud of where He has placed us; and excited about the potential to come.

All the policies of St Mary's C of E Primary School reflect the Christian vision, aims and values of the school.

We have considered the impact this policy may have on our children with SEND.

This policy has been equality impact assessed to ensure that it does not have an adverse effect on race, gender, age or disability.

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the [General Data Protection Regulation \(GDPR\)](#) and the relevant provisions of the Data Protection Act 2018 (DPA 2018).

This policy applies to all personal data, regardless of whether it is in paper or electronic format.

At St. Marys, we aim to provide a safe and caring environment. In the event that a child is not collected or collection is delayed, the child will be reassured in order to cause as little distress as possible.

In the event that 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.

Late Collection

- On occasions when parents or the persons authorised to collect the child are not able to do so, such as the child visiting another 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. If there is going to be sufficient delay, the child will be placed into an afterschool club and the parent will be charged for the session. This does not mean that the child has a place in this club from that point onwards.

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:

- Staff will attempt to phone the parents/carers that are given on the child's form.
- Staff will attempt to contact any other adults identified as emergency contacts on file.
- Staff will attempt to contact any other parents/carers who are known to the family to gather information on the child's parent's whereabouts.
- All reasonable attempts will be made to contact the parents or nominated carers or emergency contacts.
- The child will 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 no one collects the child after one hour and there is no one who can be contacted to collect the child, we apply the procedures for uncollected children.
- The child will be placed into an afterschool club and the parent will be charged for the session. This does not mean that the child has a place in this club from that point onwards.
- Under no circumstances will staff take the child home with them. If there has been no contact made, or no staff available on the premises, the police will be telephoned and given the child's details and the names of parents/carers and any other contact details.

- If there are two or more such episodes within a six-week period, staff may make a referral to the Local Authority Social and Health Care Department.