

Howes Primary School

Late Collection of Child Policy





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1 Introduction

The school staff are responsible for the children during school opening hours. These are 8:55am to 3:15pm (EYFS/Year One) and 3:20pm (Year Two to Six).

Our Breakfast Club runs from Monday to Friday from 7:45am-8:45am.

Our After School club run from Monday to Friday from 3:15pm-5.45pm.

Parents of children starting in the school are asked by the school office administration to provide specific information which is kept in our data file in the office including:

- Home address and telephone number of parents/ carers
- Place of work, and telephone number (if applicable)
- Mobile telephone number
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the school i.e. childminder, relative, neighbour
- Information about any person who has been denied legal access to the child
- Information about who has primary responsibility for the child
- If there are any changes to any of the above we ask that the school office is notified immediately.

This is updated annually via the data collection sheets.

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 02476411711). 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.

We inform parents that if children are not collected at the end of the day we will follow these procedures:

- Messages are checked to see if there are any changes to the end of day arrangements
- Parents/ carers are contacted at home or work
- If this is unsuccessful, other authorised adults are contacted
- In the meantime, the child will wait under adult supervision
- If the child is not collected after 15 minutes, they will be put into after school club for which parents/carers will be charged



- If the child has not been collected after the after-school club has finished, we will follow our Child Protection Procedures and contact the Local Social Services. Social Services will aim to find the parent/carer or relative and if unable to do so the child will be placed into the care of the Local Authority

Under no circumstances will staff go to look for the parent, nor take the child home with them.

A full written report of the incident will be recorded by the school, Appendix A.

Updated January 2023



2 Appendix A

Late Collection of Child Incident Form

Name of Child

Date

Account of procedures followed: