



Late Collection Policy

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Policy Statement

Chandlings is committed to taking the necessary steps to safeguard and to promote the welfare of the pupils and we undertake to safely look after any pupil who is not collected from school at the appointed time. The school will make every reasonable attempt to contact the parents, or the emergency contact numbers. If there is no response from any of the contact or emergency numbers, the school will contact the Designated Safeguarding Lead, Andrew Boyle, who will be responsible for making emergency supervision arrangements for the pupil. This may involve contacting the Police.

The school is understanding of and sympathetic to the parent/carer of a pupil who, where the circumstances are exceptional, is not collected at the appointed time. There will be an additional cost after 5.00 pm.

This policy applies to all Chandlings' pupils, including those in the EYFS and Chandlings seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This policy is available to relevant parties and should be read in conjunction with the following documents:

- Child Protection (Safeguarding)
- Missing Pupil Policy

This policy is reviewed annually by Maria McAloon.

Key Personnel

The Designated Safeguarding Lead is Andrew Boyle.

The Deputy Designated Safeguarding Officer is Maria McAloon.

In the absence of these people any member of SLT can deputise for them.

The Local Authority contacts for child protection are as follows:

Contact OSCB on the following number: 01865 810603. The LADO (Local Authority Designated Officer) is Alison Beasley: 01865 810603

Outside of office hours and at weekends and public holidays, the Emergency Duty Team should be contacted by telephoning 0800 833 408

Procedures

These procedures are intended to ensure that pupils at Chandlings are looked after safely in the event that a pupil is not collected at the appointed time. Initial procedures may vary according to the age and maturity of the pupil and the time of day, but under no circumstances will the supervising member of staff take the pupil home.

After making every reasonable attempt to contact the parents, or emergency contacts and if there is no response from any of the contact or emergency numbers provided to the school, the relevant DSO must be contacted and is responsible for making emergency supervision arrangements for the pupil.

A full written report of an incident of an uncollected pupil is always made to the Head and, where appropriate, ISI/Ofsted is informed.

Parents of pupils are required to provide contact details which are recorded on iSams

- The contact details include home and mobile telephone numbers of parents and emergency contacts.
- If no contact can be made, after an hour, staff liaise with a member of SLT and apply the procedure which is to contact our Social Services Department and inform ISI/Ofsted
- Up until the point the pupil is collected or handed into the care of Social Services they will be cared for by staff.

Pupil not registered for After School Club

If a pupil is not collected at the end of the day and they have not been registered for the After School Club, staff follow these procedures

- The Form Teacher and Administration staff are asked for any information about changes to the normal collection routine
- All reasonable attempts are made by the staff to contact the parents using contact details from iSams
- If contact is made with the parent, the staff member will check to see if there is an available space at After School Club and if there is availability, inform the parents and deliver the pupil to After School Club for collection from there by 5.30pm.

Pupil registered for After School Club

If a pupil is not collected at the end of the day and they have been registered for After School Club, staff follow these procedures:

- All reasonable attempts are made by the staff to contact the parents using contact details from iSams
- If no contact can be made with the parents, the emergency contact will be called
- If no contact can be made, after an hour, we liaise with the Head and apply the procedure set out to contact our Social Services Department and inform ISI/Ofsted
- Up until the point the pupil is collected or handed into the care of Social Services, they will be cared for by an experienced and qualified practitioner who is known to the pupil. The pupil will receive a high standard of care in order to cause as little distress as possible.

A full written report of the incident is recorded on iSams.

EYFS Setting

- Parents of pupils are required to provide contact details which are recorded on iSams
- This includes home and mobile telephone numbers of parents and any emergency contacts

If a pupil is not collected at the end of the day and they have not been registered for the After School Club, staff follow these procedures:

- The Key Person and Administration staff are asked for any information about changes to the normal collection routine
- All reasonable attempts are made by the staff to contact the parents using contact details from iSams
- If contact is made with the parent, the pupils will stay at school with staff until the pupil is collected
- If no contact can be made, after half an hour, we liaise with DSO / Head and apply the procedure which is to contact our Social Services Department and inform ISI/Ofsted
- Up until the point the pupil is collected or handed into the care of Social Services they will be cared for by an experienced and qualified practitioner who is known to the pupil. The pupil will receive a high standard of care in order to cause as little distress as possible
- A full written report of the incident is recorded.

Critical Incidents

In the event of a critical incident with the potential to affect the ability of parents to collect pupils at the appointed time, the Head/DSO/SLT will endeavour to make arrangements to keep the school open and provide emergency supervision.

Document Information

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Name of owner/author	Maria McAloon
Name of individual/department responsible	Maria McAloon (Head of Pre Prep)
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