

## **NXT LEVEL COACHING WRAPAROUND CARE**

### **Late Collection Policy**

#### **Aim**

Our goal is to create a secure and nurturing atmosphere. If a child is not picked up on time, we will assure them and minimize any distress. We will notify parents/guardians of the steps we are taking. If an authorized individual does not arrive to collect the child, we will implement prearranged procedures, unless permission for the child to walk home alone has been given.

#### **Methods**

Parents of children starting in the school are asked 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 (if applicable)
- Names and telephone numbers of emergency contacts who are authorised by the parents/ carers to collect their child from school e.g. 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 we are emailed immediately. When there is a change to the end of day arrangements, we ask that parents inform either school office or the class teacher.

#### **Charges for late / non-collection of children**

Under Section 457 of the Education Act 1996 and relevant Regulations, the school governing body has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time after the close of the school day or after a school activity.

The governing body accepts that it is the responsibility of the school to ensure parents and carers are notified of the timing of the school day or after school activity and when those times are varied for a specific event or date.

The governing body has decided that, except in emergency situations (be advised that traffic or late taxis do not count as an emergency situation), where children are not collected from the school within fifteen minutes after the school day or after school activity ending, then a charge will be made to the child's parent or carer. The school accepts that a variety of emergencies can arise due to unforeseen circumstances and will ensure that the charge is not imposed on the parent where there is a genuine unforeseen emergency. Notification must be given to the school as soon as the situation arises or when collecting the child.

## **The Charging Arrangements**

In cases where a child is not collected by 6pm a charge of £1.00 will be made to the parent / carer per minute of non-collection. The parent will be issued with an invoice and expected to pay within the date set on the invoice. Failure to pay will lead to further action being taken.

On the second late collection within a term, without reasonable excuse, the parent/carer will be sent a letter reminding them of our late policy.

- If this happens a third time, there is no improvement in late collection a second letter will be sent and a referral made to the Local Authority's Children's Social Care Team.

If the child has not been collected after one hour from the end of the day or after school activity and no contact has been made with the parent or arrangements agreed we will follow our Child Protection Procedures for uncollected children.

## **Procedures for Non-Collected Children**

### Late Collected Children

- All late collected children will be recorded in the "Late Book" and this information may be passed onto the Local Authority's Education Welfare Team for further investigation.
- Where a child has 3 recorded late collections in one half term a letter will be sent home to the parents.
- Where there is no improvement in late collection a second letter will be sent and a referral made to the Local Authority's Children's Social Care Team.

### After School Clubs

- If children are collected late or not collected, the Procedures for Non-Collected Children will apply.
- Where children are collected more than 15 minutes late from a school-run-afterschool club on 2 occasions they will automatically lose their place at after school clubs for the rest of the academic term.

### Non-Collected Children

- Under no circumstances are the staff to look for the parent, nor do they take the child home with them.
- If there has no contact made after one hour, or no staff available on the premises, the police will be telephoned and given the child's details i.e. name, DOB, address, names of parents/carer's and any other contact details.
  - Children's Social Care may also be informed.
- If the police cannot locate an appropriate adult to come for the child, they will notify Children's Social Care via the emergency duty team, who will arrange for the child to be cared for, (possibly with foster carers).
- Should the parent fail to collect the child before 6:45pm then the manager will ensure that the child is taken to the police station or the allocated after-hours social care.

- The police may decide to take the police protection order (PPO) as part of this process.
- If there are, two or more such episodes within a six-week period, staff will make a referral to

Children's Social Care.

- A full report if the incident will be written and placed in the child's school file.