



Jessop Stockwell Federation

LATE COLLECTION OF CHILDREN

Procedures:

If a child is not collected at the end of the school day, we apply the following procedures:

At 3.40pm

1. The children will be escorted to the school office (Jessop Primary School) and to the blue hall (Stockwell Primary School) by their teacher or representative, who will hand them over to the care of the learning mentor supervising the 'Late Group'.
2. Office staff will check to see if there has been a message received from the child's parent/carer informing the school that they will be late collecting their child and providing a valid reason.
3. If not, office staff will check the registers of the **After School Club/Jessop After-School Clubs (JACS)** to see if the child should be attending any of these. If this is the case then the learning mentor can direct the child to where they should be.
4. **If none of the above** – the office staff will contact the parent/carer on the numbers provided on SIMS.
5. Failure to contact parent/carer, the office staff will start contacting the alternative carer/s on SIMS to arrange collection of the child.
6. The children will remain in the school office (Jessop Primary School) and in the blue hall (Stockwell Primary School).

When the parent/carer arrives at school:

- a. The 'Late Collection Register' has to be completed and signed by the parent/carer. A **charge of £5** will be requested if the child is collected between 3.40pm and 4.00pm.
- b. If a child is repeatedly collected late from school, the learning mentor should bring the matter to the attention of the Inclusion Co-ordinator (Jessop Primary School) and the Assistant Headteacher for Inclusion (Stockwell Primary School).

At 4.00pm

1. The learning mentor will complete a late collection form for the uncollected children and take the children to the After School Club (JACs in Jessop Primary School). This form will indicate to the office that the child is uncollected and that **a charge of £8** will be administered to the adult upon collection.
2. If contact of the parent/carer has not yet been obtained, the office staff will continue to make contact until 4.30pm.

When the parent/carer arrives at school:

- a. The 'Late Collection Register' has to be completed and signed by the parent/carer and **the charge of £8 paid** by the parent/carer.
- c. If a child is repeatedly collected late from school, the learning mentor should bring the matter to the attention of the Inclusion Co-ordinator (Jessop Primary School) and the Assistant Headteacher for Inclusion (Stockwell Primary School).

At 4.30pm

(CHILDREN NOT COLLECTED FROM AN AFTER SCHOOL ACTIVITY)

1. All After School Activities finish at 4.30pm. After School staff will take any uncollected children to the school office where the office staff will check if they are registered with the After School Club (JACs in Jessop Primary School), before trying to make contact with their parent/carer.
2. A named member of staff from the After School Club team will be available to support children who are collected late from After School Activities.
3. If a child attending an After School Activity is collected after 4.35pm **a further charge of £8 will be applied** and if the child is collected late twice a decision may be made to exclude them from the After School Activity. At 4.35pm, if a child has not yet been collected then they will go to After School Club (JACs in Jessop Primary School).

At 5.45pm

1. If a child is uncollected from After School Club (JACs in Jessop Primary School) at the agreed time of 5:45pm the SMT member of staff on 'Late Duty' will ask the office to try and make contact with the parent/carer.
2. When a child is collected between 5.45pm and 6.00pm, there will be a charge of **£8**. When the parent/carer arrives to collect their child they will be presented with a late collection letter and asked to pay the late fee.
Persistent lateness will result in the withdrawal of the child's place.

3. When a child is collected after 6.00pm, there will be a charge of **£1 per minute**. When the parent/carer arrives to collect their child they will be presented with a late collection letter and asked to pay the late fee.
Persistent lateness will result in the withdrawal of the child's place.
4. This will also be recorded and monitored and it will be reported to social services.

At 6.00pm

1. If the office staff have not been able to contact the parent/carer by 6.00pm or have not received any messages, the named SLT/SMT member must contact Social Services.
2. Social Services may advise the school to take the child to a named place of safety; this can only be carried out if two members of staff are present to walk the child to a place of safety.
3. One member of staff must not escort the child alone.
4. School staff must not use their personal vehicles to transport the child to a place of safety.
5. Social services may decide to implement their own strategy of collection to take the child to a place of safety.
6. The SLT/SMT member must remain with the child until they have been collected by a named contact or Social Services.
7. The SLT/SMT member must update Social Services if the child is collected by a named contact.
8. If contact is made the parent/carer or person nominated by the parent/carer to collect the child they must be informed that a referral to Social Services has been made regarding the non-collection of the child.
9. The Designated Safeguarding Lead must be informed of the referral to Social Services, as soon as possible.
10. If required, the Designated Safeguarding Lead will conduct a meeting with the parent/carer to discuss the non-collection of the child.

The After School Club staff are employed until 6.00pm. If a child is uncollected at this time they may be asked to stay later to supervise the child with the SLT/SMT 'Late Duty' member of staff until the child is either collected or taken to a 'place of safety', following a referral to Social Services.

'Late Duty' SLT/SMT Staff Timetable

The 'late duty' timetable, which is updated and changed termly, can be found in the main office and in the staff shared drive. If a member of SLT/SMT is unable to cover their day, they should liaise with another member of SLT/SMT to replace them. They should also inform the school office of this change.

Monitoring

The Inclusion Team will monitor persistent late collection.

Social Services contacts:

Out of hours Emergency (after 5pm): **0207 926 1000**

Policy compiled by:	Inclusion Team	Date:	Autumn 2018
Policy to be reviewed by: Autumn 2019			
Signed Chair of Governors:		Date:	___/___/20__
Signed Executive Headteacher:		Date:	___/___/20__