



**Broom Barns School Stevenage.**

# **Failure to Collect a Child and Late Collection Policy**

July 2023 to 2027

## **Failure to Collect**

This policy is in place to clearly state what would happen should a parent fail to collect a child at the appropriate time.

It is a statutory requirement for us to contact the Social Services Department if a child is not collected at the appropriate time. The time for collection of children is 11.55am at the end of the Nursery morning session, 3.20pm at the end of the afternoon for Infants and Juniors. If a child is staying for an after school club it is 4.20pm.

In the event that a parent is unable to collect their child, alternative arrangements **must be made by the parent**. Exceptional circumstances will be taken into account.

We must be informed by parent/carers if someone else is collecting the child. We will not let other parents take children out of school without prior written, electronic or verbal consent from the child's own registered parent/carer. If we are in any doubt we will contact the parent/carer.

## **Section One:**

**If a parent/carer fails to collect their child the following procedures must be applied.**

1. Keep the child calm.
2. Contact the parents after 5 minutes to allow for possible delays.
3. Ensure all reasonable attempts are made to contact the parent before telephoning any other adult contacts on the list.
4. Contact the second contact if unable to contact the parent, then go through contact list for the child until able to speak to someone.
5. If the child is not collected by 3.30pm they will be taken to the office, where they will be supervised. Parents will be charged £5 for up to 30 minutes as the school will be required to pay overtime.
6. The child must not leave the school premises, unless the school has prior knowledge, with anyone not on the child's emergency contact list.
7. If no-one collects the child after 30 minutes the Headteacher will contact social services and will notify them of a non-collection and the matter will be handed over to their care.
8. A written report of the incident is recorded by the Headteacher.

## Late Collection

1. We follow **Section One points 1 to 8.**
2. If the child/ren are collected within 30 minutes the time of collection will be reported on to CPOMS in the 'Minutes Late' section and a note made of the reason given by parent/carer in the 'Comments' section.
3. Sending a letter home to the parent/carer notifying them of the possible arrangements that may be put into place for their child if they continue to collect their child late and inviting parents in for a discussion about their circumstances if applicable.

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Mrs J Currant  
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*Email:admin@broombarns.herts.sch.uk*

Deputy Head:  
Mrs J Phillips  
Assistant Head:  
Mrs L Hogan

[Date]

Dear [parent/carer],

As you are aware, [child] was collected late from school on [date]. I would like to remind you that, in order to keep your child/ren safe, the school is obliged to implement its Late Collection Procedure for children not collected on time.

- If you are regularly late or fail to make suitable alternative collection arrangements this may lead to school contacting Police and Children's Services.

Please do speak to either myself or your child's teacher if you are currently experiencing difficulties in collecting your child, or if you would like to discuss this further.

Yours sincerely,

Headteacher