



Collecting children from school procedures.

Old Earth School Collecting children from school procedures.

- The school will allow for a 10-minute window for late collection after 3:15pm. If a pupil has not been collected 10 minutes after the specified collection time, a staff member will escort them to the school office before trying to contact the pupil's parents.
- While awaiting collection, pupils will be supervised at all times, ensuring appropriate staffing ratios are met.
- Where appropriate, a staff member will sensitively ask the pupil whether they are aware of any reason that could account for their parents being late.
- The school never releases a pupil into the care of another adult who is not a family member or named emergency contact without the consent of their parents.
- Social workers are not permitted to collect pupils from the school to attend care review meetings without the prior consent of teachers, foster carers, parents and the pupil themselves.
- Staff members who are unsure of an adult's identity will ask to see identification. If there is uncertainty about a person's identity following the checking of their identification, the following procedure will be followed:
 - A staff member will take the pupil to the school office.
 - The pupil's parents will be contacted for further advice.
 - A member of the Leadership and Management Team will be made aware of the situation.
 - If the pupil's parents are not contactable, the standard procedure for uncollected pupils will be followed.
- Under no circumstances will a pupil be allowed to leave the school with someone if they are showing signs of distress or anxiety.
- The school will continue to try and contact the parents and named emergency contacts in the event of a non-collection. A detailed record of the action taken, and the calls made, will be kept and added to CPOMs.
- Under no circumstances will staff members go and look for the parents. A staff member will supervise the pupil at all times.
- If no contact has been made with the pupil's parents or emergency contacts, and no one has arrived to collect the child within an hour from the end of the school day or at 4.30pm if it was pre-arranged for a pupil to attend a school club – the school's Child Protection and Safeguarding Policy will be followed and children's social care, and the police if appropriate, will be contacted.
- A member of staff will stay with the pupil until children's social care arrives.
- Where appropriate and for pupil supervision purposes, a child may be put into Out of School club until the parent/carers can arrange collection of the child. Parents/carers will incur a charge for this.

Monitoring

All incidents must be logged on CPOMs by the member of staff who has dealt with the issue.

Pupils who are collected late on a regular basis will be monitored and parents/carers will be asked to attend a meeting with a member of the Leadership and Management Team.

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