



WEST TOWN LANE
ACADEMY

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WHERE LEARNING IS AN ADVENTURE

LATE COLLECTION POLICY

CHILDREN'S RIGHTS AND RESPONSIBILITIES

Article 24 – Children have the right to good quality health care.

RATIONALE

Under Section 175 of the Education Act 2002, schools have a duty to safeguard and promote the welfare of children. This duty should include making arrangements for dealing with children not collected at the end of a school day, or at the end of a school activity which is authorised by the school, and where the Governing Body retains responsibility for the use of school premises.

West Town Lane Academy recognises that it has a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day, or at the end of an authorised activity.

PURPOSES

To ensure procedures are clear to safeguard children.

To make sure that parents & carers know their responsibilities.

GUIDELINES

We expect children to be picked up promptly at 3:25 p.m (children who are enrolled in after school activities will be transitioned into that club at 3:25 pm).

- On admission of their child to the school, parents/carers should supply:
 - Names and full addresses of all parents/carers who have parental responsibility;
 - Home and work telephone numbers of those with parental responsibility;
 - Mobile phone numbers where appropriate;
 - Two emergency contacts who may be called in the event of the parents/carers being unobtainable or in the case of an emergency.
- It is the parent/carer's responsibility to ensure that the pupil is collected by a responsible person, or to allow a child in Yr3 to be released by their teacher to walk home alone/ meet an adult elsewhere. This authorisation will be via online form and updated at least annually.
- The school must be notified immediately if it becomes apparent that the person collecting the child may be late. If a parent/carer wishes for their child to be collected by somebody who does not have parental responsibility for him/her, whether this is a regular arrangement or a one-off situation, the parent/carer must inform the office staff. In the event of alternative arrangements being made in an emergency, the child's parent/carer must give verbal consent for an agreed person to take the child home.
- It is recognised that family emergencies happen, or local traffic can delay an adult from collecting a child. Where this happens the child(ren) will wait by the office to be collected. Teachers should take children to wait at the office after 3.35pm.
- The school will try to contact any parent/ carer who has not collected their child by 3.40pm using the details held on file.
- Where a child is frequently late being collected (after 3.40pm) we will arrange for them to be supervised by the after-school provision in order to maintain suitable supervision arrangements. The parent/carer is responsible for paying the current fee for this service.

- Where a child who has not been collected from school is in our after-school provision and has not been collected by 5.30pm, contact will be made with Social Care and/or the Police in order to maintain the child's safety and recorded on the school CPOMS system.
- The School will keep a record on CPOMS of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents.

Where a child is not collected from 123 Kids After School Club, the staff members will follow the procedure set out to them in the Late Collection Procedure - 123 Kids After School Club.

CONCLUSION

The welfare and safety of children is of the utmost importance to any school. Collection of children after school is the responsibility of a parent/ carer or their nominated representative in order to safeguard children and ensure they are being cared for.

Headteacher September 2024

Changes from previous version

Changes reflecting the later finish of the school day

Removal of Operoo

Change of wording around release of children at the end of the day and change to year 3.