


Children not collected guidance



	Name	Date
Prepared by:	Zoe Ansell	October 2018
Approved by:	Dominic Smart	October 2018
Version number	1	Date of next review: When updates



De Bohun Primary School & Children's Centre

Introduction

Clear guidance is needed so that schools have a consistent and defined response when children are left at school and not collected until after the end of the school day. It is recognised that situations occur where children are not collected occasionally for reasons beyond their parents' control, such as a traffic accident. This guidance is intended to help children, parents and schools in these situations.

School Responsibilities

- To ensure parents/carers are notified periodically of the start and end time of the school day.
- To ensure there are regular updates of family/carer information, contact numbers and emergency contact numbers on pupil inventory system (Scholarpack).
- To ensure the relevant parental/carer contact numbers are known and accessible to staff in the school who might need them.
- To ensure all staff are aware of the procedures in this guidance.
- To ensure that parents/carers are aware of this guidance and signposted to the website for reference. Reference to this guidance will also be included on the home school agreement.
- To ensure records are kept of children not collected. The time the child(ren) are eventually collected are recorded as well as the reasons given for the delay. To ensure the collecting adult signs this record on collection. (Appendix A)
- To keep running records when a child(ren) is not collected and Children and Families Service are contacted.

Parent/carer Responsibilities

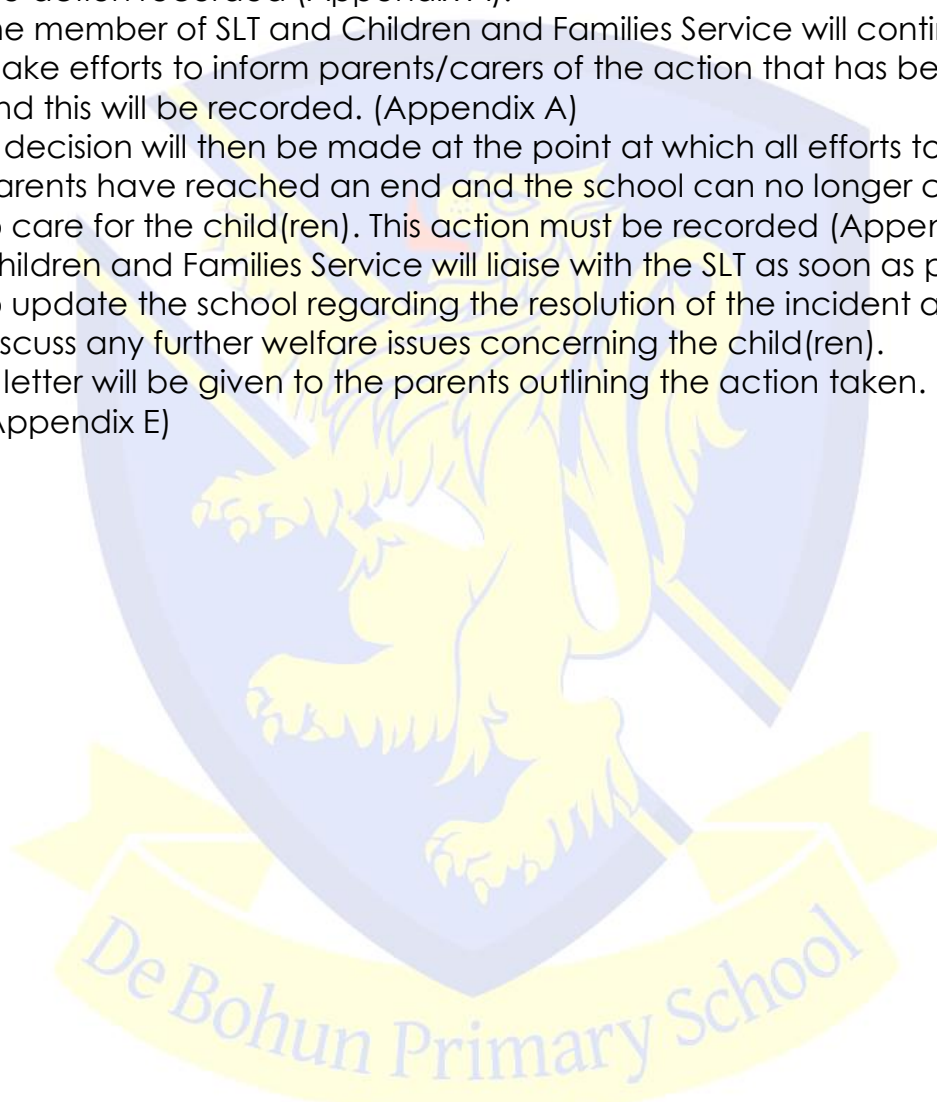
- To ensure contact numbers and emergency contact numbers are up to date and shared with school.
- To inform the school if collection will be late as a result of unforeseen circumstances and to state when the child is likely to be collected and to make other appropriate arrangements.
- To understand that schools **do not** have a responsibility to make arrangements to care for children after the end of the school day.

Actions for when a child is collected late from school

- Children who are not collected at the end of the school day will be taken by the designated adult (teacher, club leader or after school club leader) to the school reception area. The designated adult will stay with the children.
- A record of the children not collected will be made by the office staff or designated adult. (Appendix A)
- The designated adult must try to contact the parents and emergency contact numbers held by the school for 15 minutes. This action and the outcome must be recorded. (Appendix A)
- Where parents/carers persistently collect their children late within this 15 minutes, a series of letters will be given to them advising them of the procedures and actions to be taken. (Appendix B, C, D)

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- If the designated adult is unable to make contact with the parent or emergency contact after 15 minutes, a member of SLT must be informed and the action recorded by (Appendix A)
- If a parent/carer arrives in the next 30 minutes a member of SLT will speak to them and give them a letter
- If the member of SLT is unable to make contact after 30 minutes, a referral to Children and Families Service should be made (Enfield- **0208 379 5555**) (Barnet- **0208 359 4066**) and (Haringey- **0208 489 4470**) and the action recorded (Appendix A).
- The member of SLT and Children and Families Service will continue to make efforts to inform parents/carers of the action that has been taken and this will be recorded. (Appendix A)
- A decision will then be made at the point at which all efforts to contact parents have reached an end and the school can no longer continue to care for the child(ren). This action must be recorded (Appendix A).
- Children and Families Service will liaise with the SLT as soon as possible to update the school regarding the resolution of the incident and discuss any further welfare issues concerning the child(ren).
- A letter will be given to the parents outlining the action taken. (Appendix E)



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Appendix B

De Bohun Primary School

Green Road, Southgate, London N14 4AD

Head teacher: Mr Dominic Smart

Telephone: **020 8441 7728**

Email: office@debohun.enfield.sch.uk

Website: www.debohun.enfield.sch.uk



Date:

Dear Parent/Carer,

*I am writing to inform you that your child was put into after school project (ASP) at 3.45 on as they were not collected from school on time.

*I am writing to inform you that your child was not collected before 6.00pm on from ASP.

It is essential that your child is collected on time, however on this first occasion there will be no charge, but for any subsequent late collections charges of £ will be made.

This charge is to cover the additional staffing costs incurred for late collection. For further information please read our terms and conditions on the school website.

Yours sincerely,

Mrs Z Ansell

Deputy Head teacher

De Bohun Primary School & Children's Centre

Appendix C

De Bohun Primary School

Green Road, Southgate, London N14 4AD

Head teacher: Mr Dominic Smart

Telephone: **020 8441 7728**

Email: office@debohun.enfield.sch.uk

Website: www.debohun.enfield.sch.uk



Dear Parent/Carer,

I am writing to inform you that your child was collected late again from school/ after school project and placed into after school project on

As you are aware this is the second time your child has been collected late so therefore an automatic charge will be made on parent pay of £ for this late collection of up to 15 minutes and this increases by a further £ for each subsequent 15 minutes.

This is to cover the additional staffing costs incurred for late collection. For further information please read our terms and conditions on the school website.

Yours sincerely,

Mrs Z Ansell

Deputy Head teacher



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Appendix D

De Bohun Primary School

Green Road, Southgate, London N14 4AD

Head teacher: Mr Dominic Smart

Telephone: **020 8441 7728**

Email: **office@debohun.enfield.sch.uk**

Website: **www.debohun.enfield.sch.uk**



Date:

Dear Parent/Carer,

I am writing to inform you that your childwas collected late again from school / after school project and placed into after school project on

As you are aware this is the third time your child has been collected late so therefore an automatic charge will be made on parent pay of £ for this late collection of up to 15 minutes and this increases by a further £ for each subsequent 15 minutes.

We would like to arrange a meeting for you to meet with a member of our SLT as soon as possible.

This is to cover the additional staffing costs incurred for late collection. For further information please read our terms and conditions on the school website.

Yours sincerely,

Mrs Z Ansell

Deputy Head teacher

De Bohun Primary School & Children's Centre

Appendix E

De Bohun Primary School

Green Road, Southgate, London N14 4AD

Head teacher: Mr Dominic Smart

Telephone: **020 8441 7728**

Email: **office@debohun.enfield.sch.uk**

Website: **www.debohun.enfield.sch.uk**



Date:

..... was not collected at the end of the school day and we were unable to make contact with you using the contact numbers you provided. According to the school's Children not collected Guidance a referral has been made to Enfield Children's and Families Service and therefore is now being looked after by them.

In compliance with section 20 of the Children's Act 1989..... was determined to have been, either abandoned or the carer was deemed to have temporarily or permanently been unable to provide suitable care and accommodation at that time.

Please contact Enfield Children and Families Service on:

0208 379 5000 9am-5pm

0208 379 100 (Emergency Duty Team) out of hours 5pm-9am

Yours sincerely

Dominic Smart

Head teacher