

Children not collected guidance



	Name	Date
Prepared by:	Jo Auvache	December 2022
Approved by:	Zoe Ansell	Review when appropriate
Version number	3	Date of next review: July 2024

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

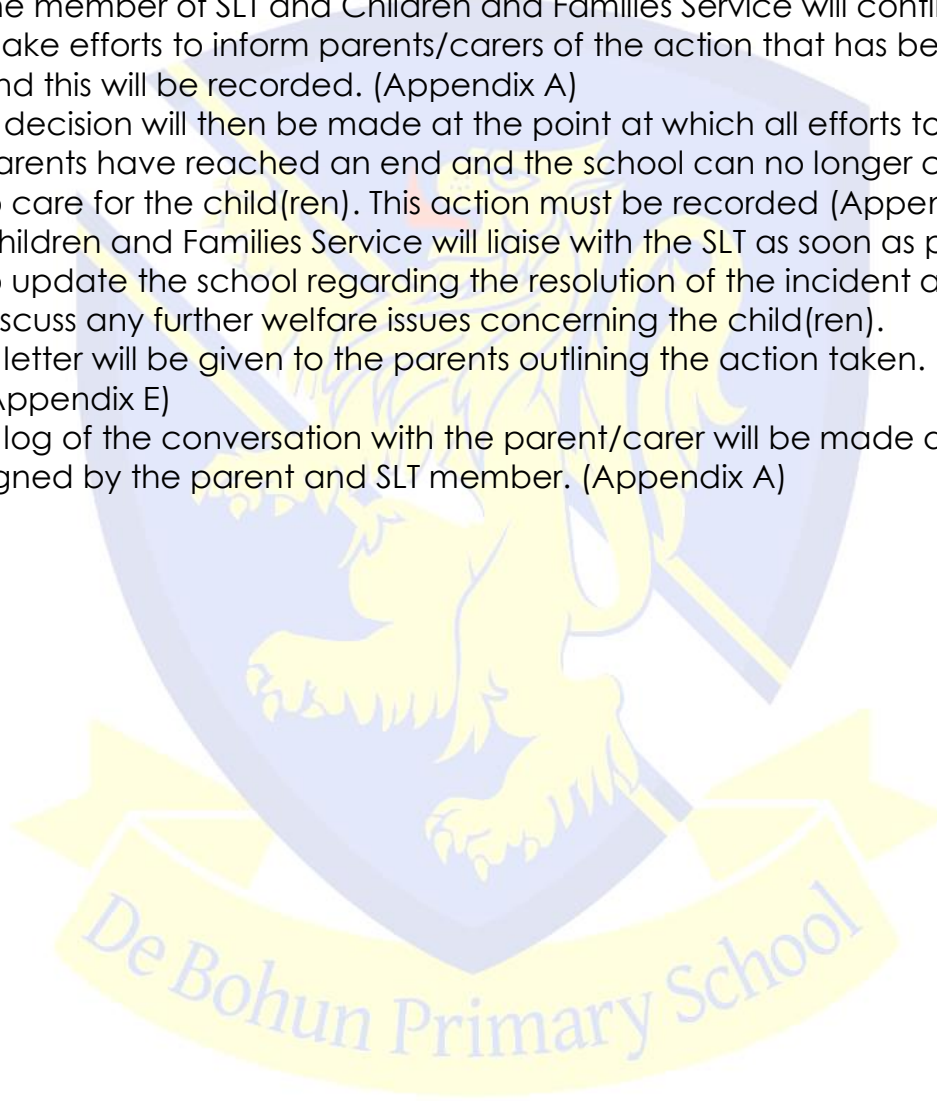
- To ensure contact numbers and emergency contact numbers are up to date and shared with school.
- To inform the school if collection will be late as a result of unforeseen circumstances and to state when the child is likely to be collected and to make other appropriate arrangements.
- To understand 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 a classroom. 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 (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)
- A log of the conversation with the parent/carer will be made and signed by the parent and SLT member. (Appendix A)



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Appendix A

Late Collection Reporting:

Name:

Class:

<u>Date</u>	<u>Time of call</u>	<u>Who was called and number called?</u>	<u>Staff member calling</u>	
<u>Arrival Time</u>	<u>Letter Given</u>	<u>Reason for lateness</u>	<u>Parent sign</u>	<u>Staff sign</u>
<u>Date</u>	<u>Time of call</u>	<u>Who was called and number called?</u>	<u>Staff member calling</u>	
<u>Arrival Time</u>	<u>Letter Given</u>	<u>Reason for lateness</u>	<u>Parent sign</u>	<u>Staff sign</u>
<u>Date</u>	<u>Time of call</u>	<u>Who was called and number called?</u>	<u>Staff member calling</u>	
<u>Arrival Time</u>	<u>Letter Given</u>	<u>Reason for lateness</u>	<u>Parent sign</u>	<u>Staff sign</u>

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Appendix B

De Bohun Primary School

Green Road, Southgate, London N14 4AD

Head teacher: Mrs Zoe Ansell

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/ren was/were not collected from school on time.

It is essential that your child is collected on time, however on this first occasion the school will not be taking any action. Any further incidents will result in a meeting between yourself and the relevant Assistant Head

For further information, please read our terms and conditions on the school website.

Yours sincerely,

Mrs J Auvache

Assistant Head teacher for Inclusion

De Bohun Primary School

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Appendix C

De Bohun Primary School

Green Road, Southgate, London N14 4AD

Head teacher: Mrs Zoe Ansell

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/ren was collected late again from school today.

As you are aware this is the second time your child has been collected late so therefore an Assistant Head will be in contact to arrange a meeting to discuss how any further incidents of late collection can be avoided.

For further information, please read our terms and conditions on the school website.

Yours sincerely,

Mrs J Auvache

Assistant Head teacher for Inclusion

De Bohun Primary School

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Appendix D

De Bohun Primary School

Green Road, Southgate, London N14 4AD

Head teacher: Mrs Zoe Ansell

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/renwas collected late again from school today

As you are aware this is the third time your child has been collected late so therefore Mrs Ansell, Head of School will be in contact to arrange a meeting to discuss how any further incidents of late collection can be avoided. The meeting will also focus on how any further incidents may result in a referral to Children and Families Services.

For further information, please read our terms and conditions on the school website.

Yours sincerely,

Mrs J Auvache

Assistant Head teacher for Inclusion

De Bohun Primary School & Children's Centre

Appendix E

De Bohun Primary School

Green Road, Southgate, London N14 4AD

Head teacher: Mrs Zoe Ansell

Telephone: **020 8441 7728**

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

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



Date:

Dear Parent/Carer

.....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 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

or

Barnet Children and Families Service on:

020 8359 4066 9am-5pm

020 8359 2000 (Emergency Duty Team) out of hours 5pm-9am

Yours sincerely

Zoe Ansell

Head teacher