



DEANESFIELD PRIMARY SCHOOL

Late Pick Up Policy

1. Introduction

Deanesfield Primary School is committed to the safety and security of the children.

Deanesfield Primary School closes at 15.20 daily including for Reception classes and parents must pick up by this time. If a parent is unavoidably delayed due to circumstances beyond their control they should make all efforts to contact Deanesfield Primary School directly.

In the event that a child is not collected by an authorised adult at the end of the day, Deanesfield Primary School puts into practice agreed procedures.

2. Aim

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. Parents will be informed of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

3. Procedures

Parents of children starting at Deanesfield Primary School are asked to provide specific information which is recorded on a Data collection for, including:

- home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour's or close relative
- Place of work, address and telephone number (if applicable)
- Mobile telephone number (if applicable)
- Names, address, telephone numbers and signatures of adults who are authorised by the parents to collect their child from Deanesfield, for example a child minder or grandparent; information about any person who does not have legal access to the child.
- Information about who has parental responsibility for the child

On occasions when parents are aware that they will not be at home or in their usual place of work, they should inform us how they can be contacted.

PLEASE ADVISE THE SCHOOL OF ANY CHANGE OF INFORMATION IMMEDIATELY

Therefore if a child is not collected at "home time" and there has been no contact from a parent the following action will be taken:

- The Office staff will make contact with the parents at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the Deanesfield Primary School and whose telephone numbers are recorded on the Registration Form - are contacted.
- All reasonable attempts are made to contact the parents or nominated carers





- The child does not leave the premises with anyone other than those named on the Registration Form.
- Times of all late collections will be noted by the Office and logged on to CPOMS.
- If no-one collects the child after 25 minutes the child will be taken to After School Club and the manager informed of the situation.
- The child stays at after school club in the care of fully-vetted and qualified workers until the child is safely collected and will never be left alone with a single adult. At no time will a member of staff take a child home or leave a child alone in the building.
- While this procedure is in place the child will be looked after by the After School Club at their current fee rates.
- If the child has not been collected by 4.30 and we have had no contact from Parents/carers then the Local Authority Social Services department will be contacted.
- Children's Services will aim to find the parent or relative. If they are unable to do so, the child will be admitted into the care of the local authority.
- The police may at this point be informed.
- Under no circumstances are staff to go to look for the parent, nor do they take the child home with them.

