



PETERBOROUGH KEYS
ACADEMIES TRUST

LATE COLLECTION OF PUPILS POLICY

Version 1.0

September 2024

Trustee Committee: Education Committee

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1. Introduction

- 1.1 All schools within Peterborough Keys Academies Trust ("The Trust") have a statutory duty to safeguard and promote the welfare of pupils, and recognise 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.
- 1.2 It is the parents and / or carers responsibility to ensure that their pupil arrives at school on time and is collected by a responsible person, and that the responsible person is known to the school. The school should be notified immediately if the person responsible for collecting the child will be late, or if another responsible person will be collecting the child.
- (a) For clarity, a 'responsible person' is any person a parent and / or carer with parental responsibility have provided to the school, either via the child's enrolment form or through updating the school via telephone, email or in-person.
- 1.3 School gates open at 8:30am during the week day, with registration beginning at 8:40am. The parent and / or carer has the responsibility to ensure that their child arrives to school within this window.
- (a) Parents and / or carers may be charged for any costs incurred as a result of dropping their child to school at an unreasonably early time.
- 1.4 Only pupils in years 5 and 6 are permitted to walk home alone without a responsible person upon the school agreeing authorisation. A parent / carer with parental responsibility should make a request to the school in writing for the child.
- (a) The child will not be permitted to walk home without a responsible person until the school has authorised this request.
- (b) The school can withdraw this authorisation at any point, and the parent / carer will be responsible for organising a responsible person to collect their child from the school premises.
- (c) During the Summer Term, a child in year 4 may be granted permission to walk home alone without a responsible person with authorisation from the school.
- 1.5 The Trust aims to provide a safe and caring environment and in the event that a child is not collected or delayed (without notice), the child will be reassured in order to minimise as much distress and worry as possible. All schools within the Trust will care for a pupil who has not been collected from school until such a time that they have been collected by their responsible person, or until appropriate alternative care arrangements have been made with Children's Social Care and / or the Police, in order to maintain the child's safety.

- 1.6 The Designated Safeguarding Lead in each school will keep a record of incidents of failed and / or late collection where there is no justifiable or explained reason, or where there are repeated incidents. Any concerns about a child's safety and welfare will be dealt with in accordance with the school's safeguarding and child protection policy.

2. The Procedure

- 2.1 A parent and / or carer provides information on who responsible people are for their child and updates the school of any changes to this routine.
- (a) For example, a child who is normally collected by their parent / carer is visiting a friend afterschool and will be collected by their friend's responsible person. The parent of the child must inform the school of this change prior to collection.
 - (b) Schools within the Trust may operate a 'password' system for children in EYFS and KS1. It is the responsibility of the parent and / or carer to ensure the responsible person collecting their child knows this password. It is the responsibility of the parent and / or carer to ensure the password is only known by the responsible person and should inform the school immediately if they believe their password to be compromised.
- 2.2 A parent and / or carer must update the school of any changes to contact information as soon as they arise.
- (a) For example, a parent / carer has to travel to an alternative work location, the parent / carer should provide an alternative contact number (if they have provided a regular work number).
- 2.3 In the event the responsible person is running late, they must make the school aware and give an approximate arrival time so the school are able to further reassure the child.
- 2.4 For legitimate unavoidable very occasional circumstances of lateness, and where the school has been notified, the child will be kept safe within the school. Parents / carers will be responsible for covering any costs incurred as a result of lateness. the child will be office / kept safe etc. Parents and / or carers may be charged for any cost incurred as a result of this.

3. Failure to Collect Procedure

- 3.1 Where the school has not been notified of lateness or any change to collection routine after normal collection time of the child's usual collection time, the school will enact the Failure to Collect procedure.

- 3.2 The school will attempt to contact, via telephone, the parents / carers within the child's contacts, and then attempt any other registered contact listed to the child, if the parent / carer does not answer, in order of priority.
- 3.3 After all reasonable attempts to contact the parent and / or carer have been exhausted and the child has not been collected by their responsible person after one hour of their usual collection time, the school will make contact with Children's Social Care to discuss the situation and request advice.
 - (a) During this time, the school will also continue to make every attempt to contact parents / carers and emergency contacts.
- 3.4 Children's Social Care may deem it appropriate to ask the Police to visit the home address in an effort to locate parents / carers.
- 3.5 If all attempts to contact parents / carers are unsuccessful, the school and Children's Social Care will take responsibility for transporting the child to the Children's Social Care Unit (or other appropriate venue as agreed with Children's Social Care) who will arrange a place of safety. It is the intention of all parties to ensure the child is returned to their parent / carer at their earliest opportunity.

This step is the last resort and parents / carers should do their best to ensure this is not necessary.

- 3.6 Any instance where Children's Social Care and / or the Police have had to take action will be followed up by an Early Help Assessment or Referral to Children's Social Care (depending on the advice received from Children's Social Care).
- 3.7 The Headteacher will discuss the incident at their earliest opportunity in order to address any issue and prevent further incidents.
- 3.8 Under no circumstances are staff to physically look for a parent, nor should a member of staff take the child home with them.

In an emergency, a member of staff may be required to transport a child to the Children's Social Care Unit (or other appropriate venue as agreed with Children's Social Care), however they will do so under the direction of Children's Social Care and the Police with appropriate vehicle insurance and with another member of staff in the vehicle.

4. Version History

4.1 Table of Versions

VERSION	ACTION	RESPONSIBLE	DATE
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1.0	Policy drafted in line with Cambridgeshire County Council and the Key guidance		13/08/2024