



## **Healey Primary School**

### **Parent/Carer Failing to Pick up a Child Policy**

**This policy is to be read alongside the 'Policy on Safeguarding Pupils Walking to and from School Alone' and the 'After School Club Policy'.**

#### **Aim**

To ensure safe collection of children from school

#### **Rationale**

To give school staff and parents clear guidelines for the collection of children and what to do in the event of a child not being collected.

#### **Procedure**

It is a parental responsibility to ensure children are collected from school on time or to make safe arrangements for them to walk home. Children who remain in the setting after other children have left feel frightened and abandoned.

When children start school it is important for staff to know who will be collecting them and for parents to inform staff if someone different will be collecting on a particular day. Where someone new is collecting your child please ensure staff know who this is and their relationship to the child. Where staff are unsure of the identity of the adult collecting the child parents will be contacted to confirm the arrangements. We are aware that this may cause inconvenience but it is essential to safeguard children.

We do understand that on rare occasions parents may be delayed and unable to arrive promptly at 3.20pm to collect their child. In these circumstances please inform school of the delay and give an indication of how late you will be. Arrangements will be made for your child to be cared for in After School Club but a charge will be made for this, whatever the reason for the delay.

If children are regularly collected late then the following procedure will be implemented:-

School will contact the parent/carers to discuss the issue.

The Headteacher will be informed.

If the issue continues it will be viewed as a safeguarding concern and social services will be contacted.

#### **Failure to collect from After School Club**

In the event of a child being collected after 5:30pm a late charge will be applied; whatever the reason for the delay. In this instance we will attempt to contact the main carer and any other emergency contacts. At 5:45pm, if the child has still not been collected, the Headteacher will be informed and will make a decision whether to contact social services and/or the police.