



JOHN BRAMSTON PRIMARY SCHOOL

NEWCASTLE AVENUE, HAINAULT, ESSEX, IG6 3EE
Headteacher: Mrs Melanie Dye - B.A. Hons, B.A. in Ed., NPQH
Tel: 020 8500 4640 Fax: 020 8501 2933
email: admin.johnbramston@redbridge.gov.uk

'You can achieve if you believe...'

Late Collection of Children

In the event that a child is not collected by an authorized person at the end of the school day, the school will put into place, practice agreed procedures.

Aim

In the event that a child is not collected by an authorised adult, we will ensure the situation is resolved as quickly as possible to cause as little distress as possible to the child. We will inform parents/carers of our procedures so if they are unavoidably delayed, they will be aware of procedures being followed by school

Methods

Parents of children starting in the school are asked to provide specific information which is kept in our data file in the office:

- Home address and telephone numbers of parents / carers.
- Names and phone numbers of adults who are authorized by the parents/carers to collect their child from the school.
- Information about any person who has been denied legal access to the child.

If there any changes to the above we ask that the school office is **notified immediately**.

We will inform parents of the following procedures if their child is collected late from school:

- Messages will be checked to see if there are any changes to the end of the day arrangements.
- Parents / carers will be contacted.
- If this is unsuccessful other authorised adults will be contacted.
- In the meantime children will wait in the medical room under adult supervision.
- If the child has not been collected after half an hour (4pm) and no contact has been made the Office will inform a member of the Safeguarding team.
- The Office will continue to attempt to contact parents /carers.
- If the child has not been collected by 5pm the Safeguarding Officer will contact the Emergency Duty Team (Social Care) on 0208 708 5897 to inform them a child has not been collected and arrangements may need to be made .
- School will endeavour to care for a pupil who has not been collected, until such a time as they have been collected by a parent or in extreme circumstances until appropriate care arrangements have been made with Social Care and or Police, in order to maintain the child's welfare and safety.
- The school will deliver a letter to the child's home informing the parents/carers of the Emergency Duty Teams contact details.
- A full report will be written and placed in the child's school file.

Where children are collected more than 15 minutes late from a school run after school club on two occasions, they will automatically lose their place and no refunds will be made.