

# Collection and Late Collection of Children (including walking home alone) Policy

KTS Academy



<b>Approved by:</b>	Governing Body	<b>Date:</b> 20/01/2016
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## **1 Introduction**

The purpose of this policy is to ensure that KTS Academy has appropriate procedures in place to support the best interests of pupils. With regards to late collection, KTS Academy has a duty under the DfE statutory guidance, Keeping Children Safe in Education (2022), and Section 3 of the DfE Statutory Framework for the Early Years Foundation Stage (2021), to protect children and act in their best interests.

This policy should be read in conjunction with; Child Protection Policy

## **2 Collection Policy**

School Staff need to know who is collecting children at the end of the day.

When a child starts school details of parents/carers are collected and kept on file in the school office and on SIMS. At the start of the school year staff will establish with the parent or carer the 'usual' collection arrangements for the end of the school day.

Details of who is authorised to collect children will be kept on file (within the child's information file) and copies also kept in the office. Parents/carers must inform staff of any changes in person or by letter/home school book.

Where a pupil is not picked up on Local Authority transport, details of who is authorised (authorised adult/parent) to collect pupils will be kept on file (within the pupil's information file) and copies also kept in the office. Parents / carers must inform staff of any changes in person or by letter.

Any after school clubs will ensure a record of pupil's attendance is kept as well as details of who is collecting or how the pupil is getting home.

At the end of the school day all pupils will be taken to either the transport or the authorised adult/parent waiting area and handed over to the appropriate identified adult

Written confirmation must be received by the school if a parent wishes for their Key Stage 3/4/5 child to walk to and from school and home by themselves.

## **3 Late Collection Policy**

The school has a duty under the Statutory Framework for the Early Years Foundation Stage to protect children and act in their best interests.

The school takes persistent lateness in collecting a child seriously. In extreme cases it can be considered as abandonment or neglect of the child, although we understand that occasionally delays are unavoidable.

In the event of a pupil not being collected, the Academy will make every effort to contact the pupil's authorised adult/parent. If this proves to be impossible,

staff will try to get in touch with alternative emergency named contacts, who are authorised to collect the pupil on their behalf. If no contact can be reached, staff must inform the Safeguarding team whom will then inform the relevant agencies.

Late collection will always be reported to a senior leader, who will record details in relation to the Trusts safeguarding of all pupils.

#### **4 Safeguarding**

The collection of pupils must be made by an authorised adult/parent/professional, if not accessing pre-arranged transport from the local authority. If an unauthorised adult (an adult that has not been identified previously with parents to collect their child) attempts to collect a child the following procedures must be made;

- Request from unauthorised adult photo identification.
- Contact authorised adult/parent to determine legitimacy of collection including information relating to unauthorised adult's facial features etc.
- If identification through contact with authorised adult/parent is valid, remind authorised adult/parent of arranging unauthorised adult collection prior to the school day/time of pick up in writing or in person.
- If identification of unauthorised adult cannot be made, the child must remain at school and the safeguarding team must be informed immediately.

The safeguarding team will then take the necessary steps to ensure that the child remains until an authorised adult can be contacted and/or collects the child. If the authorised adult/parent cannot be contacted the safeguarding team will contact the relevant agencies