



# **COLLECTION AND LATE COLLECTION OF PUPILS POLICY (Including EYFS)**

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| <b>Policy reviewed, approved and adopted</b> | <b>7<sup>th</sup> September 2020</b>     |
| <b>Version</b>                               | <b>v2</b>                                |
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| <b>Date of next review</b>                   | <b>September 2021</b>                    |
| <b>Responsible Officer</b>                   | <b>HOA – Safeguarding responsibility</b> |

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## **1 Introduction**

The purpose of this policy is to ensure that the Ascent Academies' Trust (the Trust) has appropriate procedures in place to support the best interests of pupils within the Trust.

With regards to late collection, each academy has a duty under the DfE statutory guidance, Keeping Children Safe in Education 2020, and Section 3 of the DfE Statutory Framework for the Early Years Foundation Stage (2017), to protect children and act in their best interests.

This policy should be read in conjunction with

- Child Protection Policy (Academy Specific)

This policy will be regularly reviewed and amendments can only be made following the approval of the Chief Executive.

This policy applies to the Trust and to all individual academies. This policy should be

- Shared at Induction
- Read and signed by all staff members

## **2 Collection Policy**

Academy staff need to know who is collecting the pupil at the end of the day.

When a pupil starts at the academy details of parents / carers are collected and kept on file (may be electronic) and on SIMS. At the start of the academic year staff will establish with the parent / carer the 'usual routine' collection arrangements for the end of the day.

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 make sure a record of pupils attending each time is kept and of who is collecting or how individual pupils are 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.

## **3 Late Collection policy**

The academy will take persistent lateness in collecting a pupil seriously. In extreme cases it can be considered as abandonment or neglect of the pupil, although the Trust understands that occasionally delays are unavoidable. If an authorised adult/parent is unavoidably delayed they need to inform the

academy and identify appropriate arrangements for collection of the pupil.

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 who will then inform the relevant agencies.

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

#### **4 Safeguarding**

The collection of pupils must be made by an authorised adult/parent, 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 relevant safeguarding agencies.