



COLLECTION AND LATE COLLECTION OF PUPILS POLICY (Including EYFS)

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Responsible Officer	S.Murphy

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COLLECTION AND LATE COLLECTION POLICY

1 Introduction

The purpose of this policy is to ensure that Ascent Academies' 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 (2021), 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 (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 in the Academy office 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 if the child or young person does not have access to LA transport.

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 extra-curricular after school clubs will ensure a record of pupils' 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.

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 we understand 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 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 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 followed;

- Request photo identification and contact parent or guardian to determine legitimacy of collection
- If identification can be validated with the parent or guardian, they should be reminded that only authorised adults on school records can collect young people.
- If identification of a collecting 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.
- Any adult with parental responsibility is eligible to collect the child unless there is legal evidence on record to support that a parent no longer has access or custody.