

COLLECTION AND LATE COLLECTION OF YOUNG PEOPLE POLICY (Including EYFS)

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Responsible Officer	S.Common

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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 young people within the Trust.

With regards to late collection, each Academy has a duty under the DfE statutory guidance, Keeping Children Safe in Education (2023), and Section 3 of the DfE Statutory Framework for the Early Years Foundation Stage (2023), to protect children and act in their best interests.

This policy should be read in conjunction with;

Safeguarding and Young People 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
- Shared and read by all Trust colleagues.

2 Collection Policy

Academy colleagues need to know who is collecting each young person at the end of the day.

When a young person starts at the Academy details of parents / carers are collected and kept on file in the Academy office and on Arbor. At the start of the academic year academy colleagues will establish with the parent / carer the usual routine collection arrangements for the end of the day.

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

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

At the end of the school day all young people 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 young person seriously. In extreme cases it can be considered as abandonment or neglect of the young person, 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 their child.

In the event of a young person not being collected, the Academy will make every effort to contact the young person's authorised adult/parent. If this proves to be impossible, academy colleagues will try to get in touch with alternative emergency named contacts, who are authorised to collect the young person on their behalf. If no contact can be reached, colleagues 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 Trusts safeguarding of all young people.

4 Safeguarding

The collection of young people 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 the relevant agencies.