LANDAU FORTE ACADEMY GREENACRES

Policy Name	Late Collection of a Child Policy
Date of Issue	June 2023
Author	L Bridge
Reviewed by	L Bridge/C Poynton
Date of next review	June 2026

1. Scope of the policy

This policy applies to Landau Forte Academy Greenacres

Purpose of the policy

This policy is to cover a child/children who are not collected by an authorised person by the end of the Hive Afterschool club session at 6pm, the Academy/Hive puts into practice agreed procedures.

(Authorised Person = a responsible person aged 16 years or over that has been put down on the contact list.)

Aim

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

Methods

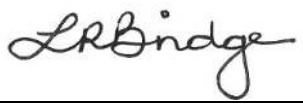
Parents of children starting in the Hive are asked to provide specific information on their child which is kept on our data file in the Hive:

- Home address and telephone number of parents/ carer
- Place of work, and telephone number (if applicable* Mobile telephone number (if applicable
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the Hive i.e. child-minder, relative, neighbour
- Information about any person who has been denied legal access to the child
- Information about who has primary responsibility for the child

If there are any changes to any of the above we ask that the school office /Hive Staff are notified immediately.

When there is a change to the end of the day arrangements we ask that parents inform either the school office or the class teacher during school hours or ring the Hive direct on: 01827 300499 before 6pm.

We inform parents that if children are not collected at the end of the day we will use the following procedure

- Messages are checked to see if there are any changes to the end of day arrangements.
- Parents/ carers are contacted at home or work
- If this is unsuccessful other authorised adults are contacted
- In the meantime the child will wait under adult supervision in the Hive
- If the child is not collected after 15min (6.15pm) a charge will apply of £10 per every 15 minutes the child is not collected.
- After this time further attempts will be made to make contact again with parents/carers. If by 6.30pm no contact has been made or received, Education Safeguarding Advice Service (ESAS) will be contacted (0300 111 8007) and procedures will be followed according to the Child Protection policy.

Policy Name	**Late Collection of a Child Policy**
Change Made	**Reviewed – Updated contact for ESAS**
Date Made	**June 2023**
Made By	**L Bridge/C Poynton**
Principal