



## Departure and Late Collection Policy

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## 1. Purpose and Aims

The purpose of this policy is:

- To ensure the prompt collection of all pupils from the school
- To ensure the safety and well-being of pupils at Hampstead Hill School
- To enable Staff to attend training, meetings and carry out professional duties.

## 2. Collection of Pupils at the End of the School Day

It is the responsibility of parents to collect their child(ren) on time at the end of each school day. HHS recognises that it has a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with pupils who are not collected at the end of a school day, or at the end of an authorised activity.

On admission to the School, parents are asked to provide:

- Names and full addresses of parents/carers
- Home and work telephone numbers
- Two mobile phone numbers
- At least one emergency contact number

It is the responsibility of the parent/carer to ensure this information is updated annually or whenever circumstances change. Parents and carers are reminded regularly to update contact details if they have changed.

## 3. Departures

If the pupil is to be collected by someone other than the parent/carer, Staff members must be informed within a reasonable timeframe prior to collection. The adult concerned must have been named on the collection form and must be 16 years of age or older. Parents also have a responsibility to ensure that anyone picking up their child has read and understood this policy. On some rare occasions some people who are not on the list may have to collect pupils due to unforeseen circumstances. The school will have been notified and an identification procedure will have been put in place. The adult will need to provide the child's password in order to collect them.

The schools will check with the pupil to see if there are any changes to arrangements for collection and try to make contact with the parent or other family members and wait with the pupil until someone comes to collect them.

Pupils will not be released into the care of another parent even where they offer to take the pupil home unless previously notified.

## 4. Late Collection

If an Upper School pupil has not been collected by 5:30 every reasonable effort will be made to contact the parents. The Teacher or designated Staff member will wait 20 minutes for the parents to call back if they could not be initially reached.

If a pupil in Lower School has not been collected within 30 minutes of their approved collection time every reasonable effort will be made to contact the parents. The Teacher or designated Staff member will wait 20 minutes for the parents to call back if they could not be initially reached.



If the KS1 or EYFS parents cannot be reached, the school will contact Camden's Family Services and Social Work team (FSSW). The school will then continue to try to contact the family or those listed on the approved contact list. If they cannot be reached the FSSW team will then arrange for a social worker to collect the pupil or make arrangements for the pupil to be transported to the FSSW office.

Where pupils are regularly uncollected or collected late, this should be discussed with the Designated Safeguarding Lead or Founding Principal. If there are also child protection concerns, a referral should be made to MASH.

## 5. Collection Restrictions

If staff feel that the person collecting a pupil may be under the influence of either alcohol or drugs and the safety and well-being of the pupil may be compromised, the School's Designated Safeguarding Lead or any member of the Senior Leadership Team will be contacted to assess the situation and decide whether the adult concerned appears able to take responsibility for the pupil.

If an adult arrives at the school to pick up a pupil and their name is not on the admission form or the School hasn't been notified, the school must ring the parent/carer immediately.

The parent/carer must telephone the school straight away if they are likely to be late collecting their child from the school or in the case of an emergency or change of collection plans.

In the event that you are delayed or unable to collect your child, it is your responsibility to notify the School of any delays or changes to your child's pickup in writing. The relevant Staff member will verify the ID of any person picking up your child that you have approved to collect them.

If the judgment of the Senior Leader Team is that the pupil might be at risk, alternative appropriate action will be taken and this might include contacting another person named on the emergency contact list or another suitable member of the family to collect the pupil. If another emergency contact or family member is not available then the School will consider contacting FSSW. In the case of relationship breakdown between parents and/or guardians, unless there is a court order (which the School must have seen a copy of) or there are any identified child protection issues preventing one parent having contact with a child, the school is unable to deny a parent's right of access.

## 6. Monitoring of Departure

Each class must have a Daily Attendance Record. When a pupil is collected they should be signed out: this includes date, time, and relationship of the person who collected the pupil. Staff must be vigilant in ensuring accurate and detailed recording of pupils' information.

You may not take your child without first notifying a member of Staff that you are collecting them. On collecting your child, please sign them out and keep them within your sight. Pupils should leave the School in a calm and orderly fashion.

Please do not let other people into the School when coming through the gate or doors. Staff will use the security cameras to identify visitors to the School. All visitors must report to reception and be signed in.

## 7. Links with Other Policies and Documents


- Child Protection and Safeguarding
- Attendance and Punctuality Policy
- Admissions Policy

Last Review	January 2024
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# Hampstead Hill School



Respect. Kindness. Community. Curiosity. Conservation.

Next Review	January 2025
Name	 Anne Napier Headteacher