



# Before and End of the School Day Policy

**KILMORIE**  
PRIMARY SCHOOL

This policy was agreed by the Full Governing Body on: (and supersedes all previous policies relating to this area)	
Implemented	November 2024
Reviewed:	Annually
Review Date	November 2025
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## Mission Statement

At Kilmorie Primary School we aim to provide a welcoming and inclusive environment where everyone feels happy, safe and secure. We promote an atmosphere of truth and honesty in which everyone feels valued and shows respect for each other and their surroundings. As a team, we are committed to high expectations and continuous improvement. We adopt a child centered approach to high quality teaching and learning, inspiring everyone to achieve their full potential.

**Introduction:** Under Section 175 of the Education Act 2002, Local Authorities and Schools have a duty to safeguard and promote the welfare of children. This duty includes making arrangements for Safeguarding children not collected at the end of a school day, or at the end of a school activity which is authorised by the school.

The policy's protocol will be brought to the attention of parents/carers, in writing, when their child starts school. It will also be communicated to all parents/carers intermittently through the school year, via the school newsletter.

On admission of their child to the school or afterschool club, parents/carers should supply:

- names and full addresses of each parents/carers (along with confirmation of parental responsibility)
- home, work and mobile telephone numbers of each parent / carer
- The emergency contact details of two people who may be called in the event of the parents/carers being unobtainable or in the case of an emergency

This information should be updated annually or whenever circumstances change.

It is the parent/carer's responsibility to ensure that the pupil is collected by a responsible person. The school must be notified immediately when an arrangement changes or it becomes apparent that the person collecting the child may be late.

The school also has a policy for children who are allowed to walk home on their own or are being picked up by an adult other than their parent or carer.

## Arrangements for children going home

- If a child is going to be picked up by an adult other than their parent then the class teacher must be informed. If you wish the school office to pass on a message to the class teacher this needs to be done by 3.00 pm
- Nursery, Reception, KS1 and lower KS 2 (yr 3 and 4) must be collected by an adult or older sibling age 14 years and over. If in the case of an emergency an older sibling under the age of 14 needs to collect, you will need to notify the office and confirmation of this needs to be emailed to [info@kilmorie.lewisham.sch.uk](mailto:info@kilmorie.lewisham.sch.uk).
- Children in Year 5 and Year 6 may walk home on their own or be collected by an adult or sibling over the age of 14. A letter will go out at the start of each academic year asking parents for their permission for this to happen

Kilmorie School agrees to care for a pupil who has not been collected from school, until such a time as he/she has been collected by a parent/carer, or until appropriate, alternative care arrangements have been made with Social Care, and/or the Police, in order to maintain the child's safety; the following procedure will take place:

- If parents/carers, emergency contacts or responsible persons have not collected their child/children ten minutes after the normal end of the school day, 3.30pm, and have not rung school to advise of their lateness the child; they will be taken to the school office.
- If the school is informed in advance that the person picking up the child/children is going to be late, those children will also be taken to the school office.

- Those children who have not had a phone call regarding collection, the first contact will be called, to gain information about collection.
- If we are unable to make contact with the first contact within 10 minutes of being dropped at the school office; all other contacts will then be tried.
- Children who haven't been collected within ten minutes of the end of an afterschool activity will also be taken to the school office and the same protocol as above will apply.
- Upon collection, the responsible adult will need to sign the child out, providing a reason for their late collection.
- In the case of a pupil not being collected and no contact being made within 45 minutes of the usual collection time, the school will ring Lewisham Multi Agency Safeguarding Hub (MASH) Team on 0208 314 6660 or the child's allocated Social Worker to discuss the situation and seek advice. This will allow the Social Care Team to be aware of the possibility that they may need to make arrangements for the alternative care of the child. For information which may need to be passed on, see Appendix A
- The Social Care team will give advice and make appropriate checks. However, the school will continue to be responsible for trying contact the parent/carer/emergency contacts and to keep the Social Care Team updated about the situation.
- If there are any concerns about the welfare of the parent/carer, the Social Care team may ask the local police to visit the child's home address; please note that the police cannot themselves provide a place of safety for a child(ren).
- If attempts to contact a parent/carer continue to be unsuccessful, the school and the Social Care Team will jointly arrange for children to be transported to the Social Care team, (or other appropriate venue), who will arrange a place of safety. This is considered to be a last resort and parent/carers should do their best to ensure that this is not necessary. The Social Care Team will notify the school of the child's placement and provide contact details as appropriate. It will be the intention to return the child to the parents/carers at the earliest opportunity.

#### **After school clubs**

- The same policy applies for after school clubs if children are picked up late (most clubs finish at 16.30)
- Please note that if arrangements on a day change and your child will not be attending an after school club you must let the school office know. If your child normally walks home on their own they will not be allowed to do this unless you have informed the school.

#### **Wrap Around Care**

- WRAP around care finishes at 6.30pm
- All children should be collected from WRAP by an adult or with prior permission an older sibling 14years or older which should be confirmed in writing via an email. In the case of an emergency a sibling under the age of 14 can collect with written confirmation via email – [wrap@kilmorie.lewisham.sch.uk](mailto:wrap@kilmorie.lewisham.sch.uk)
- Children that have not been collected by 6.35pm will be brought to the adult in charge (Magda - DSL)
- The adult in charge will contact the parents. If there is no reply then emergency contacts will be called
- In the case of a pupil not being collected but there has been communication with parents a late fee will be applied (see WRAP around care terms and conditions)
- If a parent was running late for an unforeseeable reason e.g. Dartford tunnel being closed. We would wait within a reasonable time frame but if the time frame exceeded 45mins then alternative arrangements would need to be made.
- In the case of a pupil not being collected and no contact being made within 30 minutes of closure, the school will ring Lewisham Multi Agency Safeguarding Hub (MASH) Team on 0208 314 6660 or the child's allocated Social Worker to discuss the situation and seek advice. This will allow the Social Care Team to be aware of the possibility that they may need to make arrangements for the alternative care of the child. For information which may need to be passed on, see Appendix A

- If there is persistent late collections a meeting will be held with parents

The School's Designated Person for Child Protection/Safeguarding will keep a record of incidents where parents/carers have been unable to collect a child from school or are late or might not be able to fully explain their reason for being late. If the School notices patterns in late collection, or repeated incidents; a meeting with the Headteacher will be arranged to look at ways to address the situation.

If the school has any concerns about a child's safety and welfare as a result of repeated late collection, it will be considered this to be a safeguarding issue. The School would take steps prescribed in its Child Protection/Safeguarding Policy, and/or consult the Lewisham Multi Agency Safeguarding Hub (MASH) Team for advice.

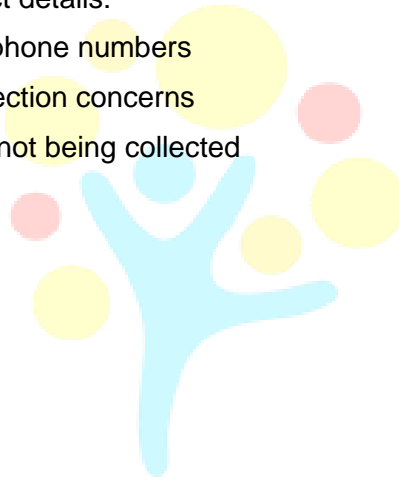


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## Appendix A

List of information which may be required by Contact Centre/Social Care in the event of a child being referred as not having been collected:

- Child's details:
- Name/date of birth/address/gender/ethnicity/religion/first language or communication needs/SEN or behavioural needs/medical needs/ dietary requirements
- Brief outline of incident
- Name, role and contact details of referrer
- Parent/carer/emergency contact details:
- name/address(es)/contact telephone numbers
- Any current/previous child protection concerns
- Any previous incidents of child not being collected



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