

# PROCEDURE FOR THE COLLECTION OF PUPILS

## Procedure for the collection of pupils

### Late collection procedure

Our teaching day ends at 3.15pm for pupils at Park House School and 3.30pm for pupils at Tram House School. Instructors, supported by ABA Tutors, should escort their pupils to the front lobby. Our responsibility for a child/young person ends when they have been handed over to their parent, carer or escort. Any child who has not been collected by 4.00pm should sit and wait in the front lobby, supervised at all times by a tutor.

### Late Collection Check List

1. 4.00pm: Instructor/Supervisor informs School Administrator of failure to collect. If the Administrator is absent inform the Heads of School or Head of Pastoral Care. If all are absent then the Instructor/Supervisor should proceed to Step 2.
2. Telephone escorts/parents/carers to ascertain reason for failure to collect child/young person.
3. If, by 4.00pm the member of staff making the phone calls has not managed to make contact with the escorts/parents/carers, then the Emergency Contact numbers should be used. Emergency contact numbers can be obtained from the school administrator or the EA to the Executive Head
4. If, by 4.30pm there has been no phone call to school from the child's/young person's escort/parents/carers and the child/young person has still not been collected, then the member of staff making the phone calls must inform the designated lead SLT (senior leadership team) as stated on the staff attendance "cover" sheet displayed on the whiteboard next to Blue Class at Park House School and in the Reception window at Tram House School.
5. If SLT are not on site then the member of staff must call them on their mobile or home phones to inform one of them of the situation. If possible SLT should return to school immediately.
6. If by 4.45pm the member of staff making the phone calls has not managed to make contact with either the Parents/Careers or the Emergency Contacts, they should inform the DSP or DSL.
7. The DSP or DSL should at this time call Wandsworth Social Care team or Wandsworth Police. If the DSP or DSL is absent then the member of staff making the phone calls should proceed to call either Wandsworth Social Care or Wandsworth Police.

Two members of staff must remain at School to manage this situation - one to supervise the child and one to make the telephone calls. If the pupil is 2:1, then an additional member of staff should remain. The member of staff supervising the child/young person must have an

Enhanced Disclosure from the Disclosure and Barring Service (DBS), which all staff at BeyondAutism Schools have.

**At no time during these proceedings should a child/young person be left unsupervised in the building.**

### Persons Authorised to Collect

At the start of each academic year, parents/carers provide school with a list of people authorised to collect their child/young person from school. Parents/carers are asked to write in the communication book or to telephone the school informing us of any changes to their normal collection arrangements for that day.

If we have not been informed of a change in collection arrangements and the person who has come to collect the child/young person is not known to us then we **must not** release the child/young person until we have managed to speak to the child's/young person's parents/carers to check that they are happy for their child/young person to go home with this person.

Most of our pupils are collected by LA transport. The Transport Department of the Education Authority usually informs the school of the name and the ID number of the Escort and usually it is the same Escort who brings the child/young person to and from school. Escorts will all have identification badges. However, if a new Escort arrives at school and the Transport Department has failed to advise us of a change in Escorts, and you have never seen this person before, and even if they have shown you what looks like a valid ID badge, you **must not** release the child/young person to that person without first asking the School Administrator (or SLT, if Administrator is absent) to call the Local Authority's Transport Department to check that this person is indeed a suitable person to release the child/young person to. The child's parents/carers should also be advised by telephone that a new Escort has come to school to take their child/young person home and that verification has already been sought from the Local Authority.

If you have any concerns at all about the person who has come to collect a child/young person from school then you **must not** hand them over until the Instructor, Supervisor, School Administrator, Heads of School or Head of Pastoral Care has given you approval to do so.

Last review: January 2020  
Next review date: January 2021  
Review group: Standards Committee