The Prebendal School

Non-Collection of Children Policy

This policy is for the whole school including those children in EYFS.

Statement of Intent

In the event that a child is not collected by an authorised adult at the end of a session/day, the school will put into practice agreed procedures. These ensure the child is safely cared for by an experienced and qualified practitioner who is known to the child.

Aim

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their child/children will be properly cared for.

Methods

Parents of children starting at our school are asked to provide specific information which is recorded on our Registration Form, including:

- home address, home and mobile telephone number;
- place of work, address and telephone number (if applicable);
- names and telephone numbers of adults who are authorised by the parents to collect their child from the school, for example a child minder or grandparent;
- information about any person who does not have legal access to the child; but who has parental responsibility for the child;

On occasions when parents are aware that they will not be at home or in their usual place of work, they should inform the school office.

On occasions when parents or the persons normally authorised to collect the child are not able to collect, they should inform the office, giving the name, address and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child and the Class teacher, or the after school club supervisor, is informed.
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Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up procedures. We provide parents with our contact telephone number. We also inform parents that in the event that their children are not collected from school by an authorised adult and the staff can no longer supervise the child on our premises - we apply our child protection procedures as set out in our Safeguarding Policy.

If a child is not collected at the end of the session/day, we follow the following procedures:

- If the child has not been collected after an EYFS morning session, they will be signed into the afternoon session, while an attempt is made to contact parents.
- If the child has not been collected after an EYFS afternoon session, they will be signed into the after school club (for which a charge will be made), while an attempt is made to contact parents.
- If no details are available as to why the child has not been collected, parents/carers are contacted at home or at work;
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from our school, and whose telephone numbers are recorded on the Registration Form, are contacted;
- All reasonable attempts are made to contact the parents or nominated carers;
- The child does not leave the premises with anyone other than those named on the Registration Form;
- If no-one collects the child after two hours and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children:
  - We contact MASH – 01403 229 900 (Office Hours); 0330 222 6664 (Out of Office Hours)
  - The child stays at the school in the care of two fully-vetted workers until the child is safely collected either by the parents or by a social worker.
  - Social Services will aim to find the parent or relative and if they are unable to do so, the child will be admitted into the care of the Local Authority.
- Under no circumstances are staff to go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded in the child's file.
- Ofsted needs to be made aware when Social Services (or the police) are contacted on 0300 123 1231.

Date of Last Review: November 2018