



Collection and Non-collection of Children Policy

This policy applies to all pupils in the school, including EYFS

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Guidance

On admission to the school, parents are asked to complete specific information regarding contact information, emergency contact details and information about those authorised to collect their child from school. Guidelines are laid down in the EYFS Parents' Handbook for the collection of the children from the Pre-Reception and Reception classrooms.

For children with sufficient maturity in Year Six, parents can give written consent for their child to be allowed to leave school to go home independently. For other children, the school staff will hand children over only to someone authorised to collect them and in possession of an agreed password, which the parent has previously given to the school. The school maintains a list of the adults authorised to collect each child and it is the responsibility of the parents to ensure that this list remains up-to-date and includes the names of any family member, child minder, friends or other school parents whom the parents wish to authorise to collect their child. Parents must also notify the school of a password for use by anyone collecting their child/ren.

Any one-off changes to these arrangements must be communicated to the school electronically or in writing, providing the name, address and telephone number of the person nominated to collect their child. A telephone call cannot normally be accepted in these circumstances. However, this can be accepted in an urgent situation, provided that the call can be verified as genuine.

Parents must inform the school in the event of any circumstances in which someone has a restriction placed on them in respect of legal access to their child.

On occasions when the parents are aware that they will not be at home or at their usual place of work, they are asked to email or write to inform the class teacher or school office.

In the event that a child is not collected by an authorised adult at the end of a session, the school puts into practice agreed procedures. These ensure that the child is cared for safely by an experienced and qualified member of staff, who is known to the child. The school aims to 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 will be properly cared for.

Procedures

On admission to the school, parents are asked to provide specific home, work and emergency contact information and to ensure that this remains current. When someone other than a parent is nominated to collect a child, the school agrees with the parents how to verify their identity, including use of a previously notified password.

In EYFS a record of children's pertinent collection information is kept on iSAMS. A password is issued should an unfamiliar person come to collect a Pre-Reception child. These passwords are kept in a secure place and are only available to staff working with Pre- Reception children. The Reception class teacher regularly meet the parents at the beginning of the morning session and details are given of any changes for the collection of their child. If a parent is knowingly going to be using other people to collect their child, then information is supplied including a password and the same procedure as Pre-Reception is followed. If any changes occur during the school day information is relayed by the School Office. In the event that the EYFS staff were still unsure and no information had been supplied, to indicate a collection change, then the parent/carer would be called.

Parents are informed that, if they are not able to collect their child as planned, they must inform the school office without delay so that we can make necessary arrangements to look after their child until an authorised adult arrives. A child who is not collected within 5 minutes of the normal end of their school day will join the school's late-stay/after school care facility, for which a charge is normally payable.

If a child is not collected by the expected time at the end of the school day, the following procedures will be followed

- All information regarding normal collection routines will be checked by the class teacher, school office, Head of Pre Prep, Deputy Head or Head Teacher
- Parents will be contacted, using the contact information provided on admission and as subsequently amended
- Should the school be unsuccessful in contacting the parents, the school will attempt to contact the next person in the child's contact information. All reasonable attempts will be made to contact parents or nominated carers.
- The child will not be allowed to leave the school with anyone other than those for whom the school has received written or electronic authorisation, and are in possession of the correct password.
- If there is no contact from the parents or nominated carers after an hour, or at the published end of the school's late-stay/after school care facility, the school will apply the procedures for uncollected children.

Procedure for uncollected children

If there are serious concerns that a child has not been collected, the local authority Social Services Department will be contacted, by DSL or deputy DSL.

In the event that a child is not collected by an authorised adult at the end of a session/day, the setting puts into practice the following procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

Pre-Reception - The child would remain with the group, i.e. have lunch and then join the afternoon activities whilst the parent/carer was contacted by the Pre-Reception staff or the School Office. In the event of the Pre-Reception day finishing, the child will remain in Pre-Reception, automatically joining the after school club (Lakewood) which commences at 4p.m in Bowes classrooms.

Reception - In the event of the Reception children's day finishing, the child will also join Lakewood at 4p.m. In both instances the child will remain in Lakewood until 6 p.m. At this point the care of the child will transfer to member of SMT/Lakewood Supervisor until such point that an authorised adult is contacted and arrives to collect them.

- The child will stay at school with two members of staff, one of whom will normally be a member of the school's management/leadership team.
- Social services will aim to find the parents or a relative and, if they are unable to do so, the child will be admitted into the care of the local authority
- Staff from the school will not look for the parent, take the child home, or take the child to their own home
- A full report of the incident will be placed on the pupils' file
- If regulations so require, ISI will be informed of the incident

This policy complies with the Statutory Framework and Practice Guidance for the Early Years Foundation Stage.

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