The Humberston C of E Primary School

Collection and Non-Collection of Children Policy

Adopted by Governors January 2015

Reviewed September 2018, 2020, 2022, 2024, 2026

Review date Spring 2028

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 puts into practice agreed procedures. These ensure the child is cared for safely 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 children will be properly cared for.

Methods

- Parents of children starting at the school are asked to provide specific information which is recorded on our Registration Form, including:
  - home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative;
  - place of work and telephone number (if applicable);
  - mobile telephone number (if applicable);
  - names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the school, for example a childminder or grandparent;
  - information about any person who does not have legal access to the child; and
  - who has parental responsibility for the child.

- Only children in Years 4, 5 and 6 with consent from their parents will be allowed to leave school on their own. Children in EYFS, Year 1, Year 2 and Year 3 will need collecting by a responsible adult or someone over the age of 16 deemed responsible by the parent.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they inform the school office.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name, address and telephone number of the person who will be collecting their child via an email to the school office. We agree with parents how to verify the identity of the person who is to collect their child.
- 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 the following procedures:
  - The school emails and school office are checked for any information about changes to the normal collection routines.
  - If no information is available, 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 the 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 or emails unless parents have been contacted by telephone and authorisation has been agreed.
- If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
- We contact our local authority Children's Services department - 01472 326292).
- The child stays at school in the care of two fully-vetted staff until the child is safely collected either by the parents or by a social worker;
- Children's Services will aim to find the parent or relative 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.

- If a child is not collected at the end of the session/day, and the parent is uncontactable, the above procedures also apply.