



Non-Collection of Children Policy

Date discussed with Staff:	Date discussed with Governors:
Date ratified by Governors:	
Date for review:	
Signed:	Headteacher
Signed:	Chair of Governors

Heygarth Primary School

Non-Collection of Children Policy

Statement of intent:

In the event that a child is not collected by an authorised adult at the end of a school session, Heygarth Primary School puts into practice agreed procedures.

Aim:

In the event that a child is not collected by an authorised person, 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.

By authorised adult we mean a person agreed upon by the parent/carer. In the Early Years Foundation Stage this person must be aged over 16 years.

Procedures:

1. Parents/carers of children starting at the school are asked to provide specific information which is recorded on our Information Form, including:

- Home address and telephone number - if the parents/carers do not have a telephone, an alternative number must be given, perhaps a neighbour's;
- Work telephone number (if applicable);
- Mobile telephone number (if applicable);
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from school, for example a childminder or grandparent.

These adults must be over 16 years of age if collecting from the Early Years Foundation Stage.

- Information about any person who does not have legal access to the child. **This must be in the form of court documentation or a solicitor's letter and must be legally binding.** This evidence must be handed to the school's Headteacher as soon as it is received.

PLEASE ADVISE THE SCHOOL OF ANY CHANGE OF INFORMATION IMMEDIATELY

2. On occasions when parents/carers are aware that they will not be at home or in their usual place of work, they should inform us of how they can be contacted.

3. We provide parents/carers with our contact telephone number for the occasions when parents/carers or the persons normally authorised to collect the child are not able to collect the child. They should inform the school of the name and telephone number of the person who will be collecting their child.

4. We also inform parents that in the event that their children are not collected from school by an authorised adult and we have failed to make contact with anyone to arrange a collection time that we will contact the Integrated Front Door (IFD) at 4.30pm - This is over 1 hour after the end of the school day.

5. Times of all late collections will be noted.

6. If a child is not collected at the end of the day, we use the following procedures:

- The answer machine is 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 school and whose telephone numbers are recorded on the Information Form are contacted.
- The child stays at school in the care of staff until the child is safely collected and will never be left alone.
- At no time will a member of staff take a child home or leave a child alone in the building.
- If no one can be contacted to collect the child by 4.30pm we contact our Local Authority Integrated Front Door (IFD).
- A full written report of the incident is recorded and added to CPOMS

Policy written by: Louisa Blake

Date: May 2020

Review Date: May 2021

Updated: September 2022