



LEE Hurst Swan
NON-COLLECTION OF CHILDREN POLICY
Applies to the whole school including Reception class
Reviewed by the Headmaster in April 2018

THIS POLICY IS PUBLISHED ON THE SCHOOL WEBSITE FOR PARENTS.

Statement of intent

In the event that an authorised adult at the end of a school session/day or after school club does not collect a child, the school puts into practice agreed procedures. These ensure an experienced and qualified practitioner who is known to the child cares for the child safety.

Aim

In the event that an authorised adult does not collect a child, 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 cared for properly.

Procedures

1. Parents of children starting 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's;
 - place of work, address 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 school, for example a childminder or grandparent; and
 - information about any person who does not have legal access to the child; and
 - who has parental responsibility for the child.
2. On occasions when parents are aware that they will not be at home or in their usual place of work, they inform the school, in writing of an alternative contact number or provide a mobile phone number.
3. On occasions when parents or the persons normally authorised to collect a child in Reception class are not able to collect the child, they inform the school of the name, address and telephone number of the person who will be collecting their child. A password will be set/agreed between the school, parents and collecting adult.
4. Parents are required if they are not able to collect the child as planned; to inform us so that we can ensure the child is cared for in After School Care. We provide parents with our contact telephone number.
5. If a child is not collected at the end of the session/day, we follow the following procedures:

For a child in Reception or Key stage 1 (Reception and Years 1&2)

If a child in Reception or Key stage 1 is not collected by the official end of session, the pupil will be kept in the Afternoon session or Homework club or Prep After School Care and parents and other nominated adults will be contacted by telephone by the staff on duty. At 6.00pm if the child has not been collected, (or 3.00pm for a child not collected at 1.00pm) and no telephone contact has been made with responsible guardians/parents, including emergency contacts and others authorised to look after the child, the Headmaster will be informed. In the absence of the Headmaster the Deputy Head will be informed. At

6.30 pm contact will be made with the duty Social Worker to arrange transfer of the child to Social Services, whilst still continuing to make contact with responsible adults by telephone.

For a child in Key stage 2 (years 3 and upwards).

A Prep School child or a child aged over 8 years the following procedure will apply. If a child is not collected at the end of the school day, the pupil will be kept in Homework Club. When Homework Club finishes the child will be transferred to After School Care and parents and other nominated adults will be contacted by telephone by the staff on duty. At 6.00pm, if the child has not been collected, and no telephone contact has been made with responsible guardians/parents, the Headmaster will be informed. In the absence of the Headmaster the Deputy Head will be informed. At 6.30 pm contact will be made with the duty Social Worker to arrange transfer of the child to Social Services, whilst still continuing to make contact with responsible adults by telephone.

Senior pupils will be allowed to make their own way home or wait at School until collected, provided parents are aware. If they are not able to be contacted and emergency contacts are non-contactable, the duty social worker will be informed.

Important Telephone Numbers:

- Emergency Social Worker: 0845 6070888.
- Social Services 01380 733567
- Police: 01380 734022

This policy is subject to annual review according to a time-tabled programme.