



Failure to Collect a Child Policy

Leehurst Swan School



Approved by:	 Headteacher  Chair of Governors	Date: 04.03.24
Last reviewed on:	04.03.24	
Next review due by:	04.03.26	

This policy applies to the whole school including EYFS is published on the school website for access by parents.

1. 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 safely.

2. 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.

3. Procedure

- A) Parents of children starting the school are asked to provide specific information which is recorded on our Pupil Information Sheet, including:
- the names and full addresses of parents/carers (including confirmation of parental responsibility/private fostering arrangements and any relevant paperwork)
 - home, work and mobile phone numbers
 - email addresses where appropriate
 - **two** authorised adult contacts who may be called in the event of the parents/carers being unobtainable or in the case of an emergency
 - information about any person who has been denied legal access to the child (with copies of any relevant legal documents).
- B) 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.
- C) 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.
- D) 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.
- E) 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)

Last Reviewed: 04/03/24, Next Review: 04/03/2026 or as required by a change in regulatory legislation.

If a child in Reception or Key stage 1 is not collected by the official end of session, the pupil will go 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, including emergency contacts and others authorised to look after the child, the Headteacher will be informed. In the absence of the Headteacher the duty member of SLT will be informed.

Until the child is collected, they should stay at school in the care of two fully vetted members of staff (one should preferably be the DSL or one of the D/DSLs).

Staff should never:

- take the child home with them
- transport the child home
- go in search of parents/carers

At 6.30 pm contact will be made with the Emergency Social Worker via the MASH team 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 Headteacher will be informed. In the absence of the Headteacher the duty member of SLT will be informed.

Until the child is collected, they should stay at school in the care of two fully vetted members of staff (one should preferably be the DSL or one of the D/DSLs).

Staff should never:

- take the child home with them
- transport the child home
- go in search of parents/carers

At 6.30 pm contact will be made with the Emergency Social Worker via the MASH team 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 3 and 4 (years 7 and upwards)

Senior pupils will be allowed to make their own way home or wait at School until collected, **provided parents are aware**. At 6.30, if parents are not able to be contacted

and emergency contacts are also non-contactable, the Emergency social worker will be informed via the MASH team.

Important Telephone Numbers:

- The DSL, one of the D/DSLs or a member of the Senior Leadership Team is always in school until the last child leaves. They can be contacted via Reception.
- Emergency Social Worker: 0300 456 0100 (MASH out of hours contact numbers).
- Police: 01380 826614