



Non Collection of Children Policy

Mission Grove Primary School

This Policy has been written for and adopted by the Governing Body of Mission Grove Primary School.

VISION STATEMENT

For the children at Mission Grove to become well rounded individuals who have drive, passion and the confidence to do their best. Who leave with the skills to succeed and flourish in life. Staff have high expectations of themselves and others and are reflective practitioners. Mission Grove provides security, opportunities and enjoyment for all.

Approved by Governing Body

Date: October 2017

Review Date : October 2018

NON COLLECTION OF CHILDREN POLICY

Mission Grove Primary Non-Collection of Children Policy

At Mission Grove Primary School, we recognise that 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 experienced and qualified staff who are known to the child.

Aim

In the event that a child is not collected by an authorised adult, our staff will ensure that the child receives a high standard of care in order to cause as little distress as possible. Parents will be informed of the 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 the Admissions Form, including:

- home address and telephone number of both parents - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative;
 - 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 the setting, for example a childminder or grandparent;
- Please note an additional form has to be completed with the information and can be done so at any time during your child's attendance at Mission Grove;
- who has parental responsibility for the child?

Supplementary information to be given if applicable :

- information about any person who does not have legal access to the child; and
- On occasions when parents are aware that they will not be at home or in their usual place of work, they must record how they can be contacted in the Late Collection Book.
 - On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they must record the name, address and telephone number of the person who will be collecting their child in the Late Collection Book. We will agree with parents how to verify the identity of the person who is to collect their child. Amend to photograph evidence must be produced by the person collecting their child.
 - Parents are informed that if they are not able to collect the child as planned, they must inform staff so that they can begin to implement the back-up procedures. Parents are provided with the contact telephone number of the school. We also inform parents that - in the event that their children are not collected from the school by an authorised adult and the staff can no longer supervise the child on the premises – the safeguarding children procedures are applied as set out

in the safeguarding children policy.

- If a child is not collected at the end of the session / day, our staff will follow the following procedures:

- The Late Collection Book 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 the school - and whose telephone numbers are recorded on the Admission 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 Admission Form and in the Late Collection Book.

Children not collected after fifteen minutes of school closing will be placed in the After School Club and parents will be charged for this session.

- If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we will apply the procedures for uncollected children.
- The child stays at setting in the care of senior members of 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.
- A letter explaining what has happened will be posted through the letterbox of the parent.
- 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.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
- Ofsted must be informed (telephone number 08456 40 40 40).

Children left behind at the end of the School Day / After School Clubs

Clubs have a general duty to ensure that pupil records are kept up to date.

All clubs have an up to date register of children's names. A copy of which will be held by the School Office.

Parents / carers are informed that they should make every effort to contact the school if they are going to be delayed in collecting their children.

Clubs run by outside providers are to adhere to the same procedures as clubs run internally.

Clubs must also ensure that parents are informed as a matter of routine that should a child be left at the club for an unreasonable amount of time after the club has ended that Social Services will be contacted. In these events Social Services can treat the matter under the Child Protection Procedures as an issue of abandonment / neglect. The same procedure applies as for the Non Collection of Children (outlined above).

In the event of a child being left behind at the end of the club, clubs should make every attempt to contact the parent / carer or emergency contact person who is able to collect the child.

If unable to contact parent / carer or emergency contact person, please contact the Duty Social Worker in the First Response Team by 5.30pm to alert them of the possibility that a child has been left at school. (If the child is known to Social Services direct contact should be made with the relevant team and social worker).

You will need to leave a voice message and a return contact number.

All efforts will be made to stay at the club in familiar surroundings for as long as possible as this is in the child's best interest.

If the parents arrive to collect the child after a call to Social Services First Response Team has been made, then Social Services will be contacted again to inform the social worker that the matter has been resolved.

If the parents fail to collect the child, and the child is not known to Social Services, the club will complete a Child Protection referral form including as much information about the child and their family as possible and fax the details over to First Response.