



Highfields Independent School and Day Nursery

Non-Collection of Children Policy

Last Reviewed:	Nov 2015	Approved on:	Nov 2015
Committee Responsible:	Pupil and Personnel	Next Review:	Nov 2017
Approved by:	Full Govs		

Statement of intent

In the event that a child is not collected by an authorised adult at the end of a Nursery session or 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 children.

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.

Procedures

- Parents/carers 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 parent/carer do not have a telephone, an alternative number must be given
- Place of work, address and telephone number (if applicable)
- Mobile telephone number (if applicable)
- Names, telephone numbers of adults who are authorised by the parent to collect their children from the school, for example a childminder or grandparent
- Information about any person who does not have legal access to the child

On occasions when parents are aware that they will not be at home or in their usual place of work, they record how they can be contacted and this is noted on the child's contact card in the school office.

Parents/carers are regularly asked to update their contact information and staff will ask them for updated information if they know that there have been changes such as moving house.

On occasions when parents of the persons normally authorised to collect the child are not able to collect the child, they record the name of the person who will be collecting their child on our daily information list (Foundation Stage) or on the End of Day Collection List (Form 1 - 6). We agree with parents the identification of the person who is to collect their child will be verified.

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 put back-up procedures into place. Parents/carers are provided with our contact telephone number.

Procedures for Uncollected Children

If a child is not collected at the end of their session/day staff, then follow the following procedures:

- The daily collection Information List (Foundation Stage), Communication Book (Form R – 2), Homework Diary (Form 3-6), End of Day Collection List (office) are checked for any information about changes to the normal collection routine.
- The child will be held onto by the Nursery Staff, Class Teacher or Headmaster for a period of up to 10 mins in case the parent is just running late. The child will constantly be reassured that everything is ok.

- After 10 mins, all reasonable attempts are made to contact the parents/carers, from information on file
- If this is unsuccessful, the adults who are authorized by the parents to collect their child and whose telephone numbers are recorded on the Registration Form – are contacted.
- If the parents are going to be later than 4:00pm to collect, the children within Main School are taken to After School Club where they are given a drink and something to eat whilst they wait for their parents to arrive. Their parents are informed that is where they will be.
- The child stays on site in the care of two members of staff until the child is safely collected.
- The child does not leave the school premises with anyone other than those named on the Registration Form, Daily Information List or End of Day Collection List.
- Should a child not be collected at the end of After School Club the above procedures will be put into place and the Headmaster or a member of the Senior Leadership team informed. If no-one collects the child and no contact can be made, after half an hour and the premises are closing, we apply contact our local Social Services Department on 0300 456 4546 (MASH) or (out of hours) we inform the governors and a full written report of the incident is recorded; and
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

Policy Implementation

All staff are made aware of this policy as part of their induction, reviews and training and a copy is issued to every member of staff.

Headmaster's signature: