

# CASTLEMORTON CE PRIMARY SCHOOL AND PRE SCHOOL



## Pre School Non-Collection of Children Policy

LAB Approval:

Date: July 2023

Review Date:

Date: July 2025

Member of Staff Responsible:

Name: Amanda Smithson

## OUR CHRISTIAN VISION

We are a Church School and Pre School with a commitment to providing quality education that meets the needs of our community. Creating successful learners, confident individuals and responsible citizens through a Christian approach of love, care and cooperation, so that everyone has confidence and a lifelong love of learning in order to flourish as human beings.

## Policy Intent

In the event that a child is not collected by an authorised adult at the end of a session/day, the setting puts into practice agreed procedures. These ensure the child is cared for safely by experienced and qualified practitioners who know the child and 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.

## Method

Parents of children starting at the setting are asked to provide specific information which is recorded on our Enrolment Form, including:

- home address and home telephone number;
- place of work, address and telephone number (if applicable);
- mobile telephone number (if applicable);
- names, addresses, telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent;
- information about any person **who does not have legal access to the child**
- who has parental responsibility for the child

## Collection Book

We use a collection book to record information about changes to a child's normal collection routine.

- 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 our Collection Book
- Children are expected to be collected on time at the end of the day. If a parent is unexpectedly delayed, they should telephone the school office to advise them of the situation, so we can reassure the child, this information will be recorded in the 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 our Collection Book. We agree with parents how to verify the identity of the person who is to collect their child

Parents are informed that if they are not able to collect the child as planned, they must inform us as soon as possible so that we can begin to take back-up procedures. We provide parents with our contact telephone number. We also inform parents that - in the event that their children are not collected from setting by an authorised adult and the staff can no longer supervise the child on our premises - we apply our child protection procedures as set out in our Safeguarding Children Policy.

**If a child is not collected at the end of the session/day, we follow the following procedures:**

- We check for any information about changes to the normal collection routines recorded in the Collection Book.
- If no information is available, parents/carers are contacted at home and/or at work.
- If this is unsuccessful and we cannot contact the parents after 20 minutes, the adults who are authorised by the parents to collect their child from the setting (emergency contacts) – and whose telephone numbers are recorded on the Registration 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 Registration Form.
- If no one can be contacted to collect the child and the premises are closing or staff are no longer available to care for the child, we apply our Child Protection Policy and contact our Local Authority Designated Officer on 01905 846221.
- The child stays at setting in the care of two fully vetted workers until the child is safely collected either by the parents or by a social worker;
- Social 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.
- 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 may be informed (telephone number 0300 123 1231)