



NORTH TAWTON COMMUNITY PRIMARY SCHOOL

NON-COLLECTION OF CHILDREN POLICY

Adopted by the Teaching & Learning Committee Autumn 2014

Reviewed Autumn 2017

To be reviewed Autumn 2020

Statement of 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 an experienced and qualified practitioner who is known to the child.

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 will 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.

Methods

- Parents of children starting at the setting will be 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 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;
 - information about any person who does not have legal access to the child; and
 - who has parental responsibility for the child.
- On occasions when parents are aware that they will not be at home or in their usual place of work, we will record how they can be contacted in our day book.
- 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 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 child protection policy.
- If a child is not collected at the end of the session/day, we will follow the following procedures:
 - The day book will be checked for any information about changes to the normal collection routines.
 - If no information is available, parents/carers will be contacted at home or at work.
 - If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting - and whose telephone numbers are recorded on the Registration Form – will be contacted.
 - All reasonable attempts will be made to contact the parents or nominated carers.
 - The child will not leave the premises with anyone other than those named on the Registration Form and in the day book.
 - If no-one collects the child after two hours and there is no-one who can be contacted to collect the child, we will apply the procedures for uncollected children.

- We will contact our local authority social services department in the first instance. The local police may also be informed.
- The child will stay at the 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 will staff go to look for the parent, nor will they take the child home with them.
- A full written report of the incident will be recorded in the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff, at the rate detailed in the latest advertised charges.

This policy directly links with our Child Safeguarding Policy.

This policy was adopted on (date)

Signed on behalf of the Primary School

Role of Signatory

Date of review
