

North Stainley C of E Primary School



Late Collection of Children Policy

Statement of Intent

In the event that a child is not collected by an authorised adult at the end of the school day the school puts into practice agreed procedures.

Aim

In the event that a child is not collected by an authorised adult, we will ensure the situation can be resolved as quickly as possible to cause as little distress as possible to the child. We inform parents/carers of our procedures so if they are unavoidably delayed they will be aware of procedures being followed.

Methods

Parents of children starting in the school are asked to provide specific information which is kept in our data file in the office including:

- Home address and telephone number of parents/ carers
- Place of work, and telephone number (if applicable)
- Mobile telephone number (if applicable)
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the school i.e. childminder, relative, neighbour
- Information about any person who has been denied legal access to the child
- Information about who has primary responsibility for the child

If there are any changes to any of the above we ask that the school office is notified immediately.

When there is a change to the end of the day arrangements we ask that parents inform either then school office or the class teacher.

We inform parents that if children are not collected at the end of the day we follow the following procedures:

- Messages are checked to see if there are any changes to the end of day arrangements
- Parents/ carers are contacted at home or work
- If this is unsuccessful other authorised adults are contacted
- In the meantime the child will wait in the class under adult supervision
- If the child is not collected after half an hour they will be put into after school club for which parents/carers will be charged
- If the child has not been collected after one hour we will follow our Child Protection Procedures and contact the Local Social Services
- Social Services will aim to find the parent/carer or relative and if unable to do so the child will be placed into the care of the Local Authority
- Under no circumstances will the staff go looking for the parent or take the child home with them

A full report of the incident will be written and place in the child's school file

This policy will apply to children in the Early Years Foundation Stage, KS1 and KS2 within our school.

SignedChair of Governors

DateNovember 2012.....

Review DateNovember 2013.....

Appendix A

Late Collection of Child Incident Form

Name of Child

Date

Account of procedures Followed:

Signed: