



St. Andrew's CEVA Primary School

Children Not Collected Policy

At St Andrew's CEVA Primary School we provide Christian worship and Christian teaching. Spiritual and moral development are central to the life of our school and this will be reinforced in the school's Children Not Collected Policy where appropriate.

1. Introduction

There are occasions where children are left uncollected for considerable lengths of time. These guidelines are written to help staff in school respond sensitively yet consistently to ensure the safety and welfare of such children. These guidelines have been developed in conjunction with colleagues in Social Services and the Police.

2. Children Not Collected

- If a child is not collected at the end of the school day/after a club, the child/ren must be brought to wait by the office by the class teacher.
- The class teacher will need to attempt to make contact with the primary carer in the first instance by telephone and work their way down the contacts list (on SIMs).
- If a class teacher is unable to stay with the child/ren until collection, they must ensure that a clear hand-over takes place to another member of staff who is able to take the full responsibility of ensuring that child is handed over to the parent/carer. The class teacher must ensure that the other member of staff knows who the child is, what has been done already to ensure that they are collected and what needs to be done if there hasn't been an opportunity to contact parents/carers.
- If no contact can be made with the primary carer, the teacher must try the other contacts on the list and then inform a member of the DSL/Senior Leadership Team.
- If any child is not collected from school 20 minutes after the end of the school day, another call to the primary carer must be made and then inform the DSL/Senior Leadership Team.
- If there is no response from any of the contacts after 30 minutes or that an adult approved by the parents/carers has not arrived to pick up, the child/ren may be taken to the After School Club only on the authority of DSL/Senior Leadership Team and if there are spaces available. This must be recorded on Edukey. The child/ren's names must also be put on the After School Club register and signed out by parents following the After School Club procedure.
- MASH should be informed of the situation if there is no response from any of the contacts after 45 minutes. Advice of what to do next should be provided by MASH. Any dealings with MASH must be recorded on Edukey.

3. Parental Information

On admission to a school, parents should provide:

- Accurate information about who holds Parental Responsibility for their children i.e. names, addresses and telephone numbers.
- Names and up-to-date telephone numbers of at least 2 emergency contact persons.
- Information if anyone other than the parent/carer is to collect a child from school.

- It is the primary carer's responsibility to ensure that the school is kept informed of any changes to the emergency contacts' details

Pick Up Times

- Year R pick up time is 3:15pm at the Year R entrance.
- All other year groups is 3:20pm at the top of the main playground from Three Mile Walk entrance and side entrance next to the MUGA.
- Parents/carers must inform the school if someone different is going to pick up their child/ren.

Late Pick Up

- If a parent/carer is going to be running late they **MUST** inform the school. Parents must ensure that children are picked up from clubs on time and therefore should ensure they know what time the club finishes.
- Children who stay to clubs after school are to be picked up at the end of their club from the main entrance by the office.
- If parents/carers are unable to pick them up and have arranged for someone else to pick up your child, again, the school must be informed in advance so that we can ensure that your child goes home with the correct adult.
- If children have not been collected 30 minutes after the end of the school day, they may be taken to After School Club. If this happens, then a charge of **£8.50** per child will be incurred.

Signed: D. Thompson

Date: April 2020