



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

On rare occasions, instances occur where children of Primary School age 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. 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 telephone numbers of 2/3 emergency contact persons.
- Information if anyone other than the parent/carer is to collect a child from school

The school must ensure that parents are provided with information about the times of the school day and the expectation regarding the delivery and collection of children.

This information should be updated at least annually and parents must be told of the need to inform the School Office staff if there are changes to the details given on admission.

3. 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 or paper copy in a file in the school office).
- 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 there is no response from parents, the teacher/staff member will attempt to contact those persons identified as emergency contact numbers.
- If no contact can be made within 20 minutes, the teacher/staff member must inform a member of the Senior Leadership team.

- When the parent/carer arrives to collect the child they must complete the signing out process correctly using the school's Inventory System – **using the late collection option** - before the member of staff hands the child over.
- If, after 60 minutes, it has not been possible to contact parents/carers or emergency contacts or the parent/carer/contact has not arrived at the time that has been agreed, then the MASH Team (Social Services/Police) will be informed and a referral will be made.
- Police will liaise with Social Services and the school to make arrangements for someone to collect and care for the child. Detailed, timed records of the action taken and calls made by the Head Teacher/Teacher/Staff Member will be kept. Following a referral Social Services may need to investigate the circumstances of non-collection/frequent late collection under child protection or child welfare procedures/services.

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.

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. (Club times are published on the school's website).
- Children who stay to after school clubs 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 their child up and have arranged for someone else to do this, again, the school must be informed in advance so that staff can ensure that children go home with the correct adult. We would advise that this is an adult that your child knows and feels safe to go with.
- When the parent/carer collects the child they must complete the signing out process correctly on the school's Inventory System (**using the Late Collection option**) before the child is handed over.
- If a child is collected late continuously the parents/carers will be invited to a meeting with a senior member of staff to discuss.

Signed: D. Thompson

Date: November 2018