

COLLECTION, NON-COLLECTION AND LATE COLLECTION OF PUPILS POLICY

THIS POLICY APPLIES TO EYFS

Aims:

In the event that a child is not collected by an authorised adult or has been left unattended, we will ensure 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.

Policy:

Parents are 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.

Parents are regularly asked to update their contact information to include how their child is to be collected from school daily and staff will ask parents for updated information if they know that there have been changes, such as moving house. We formally ask all parents to sign their Data Collection sheets annually to ensure that all the information is correct to include collection arrangements and advise us of any changes that may have been overlooked.

We do not allow any child to leave the school premises unaccompanied at the end of the school day with the exception of children in Year 6. This can only be allowed with written permission from the parent. In these circumstances, parents will take full responsibility for their child's travel arrangements and the school cannot be held accountable if this permission has been granted.

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they will inform staff of the name, address and telephone number of the person who will be collecting their child. Parents and carers are informed that if they are not able to collect the child as planned, they must inform a member of staff at the school using the main school phone line 0118 9574342.

All children are dismissed at the gate using the radio system. The children will only be called by members of staff when the children's guardians / parents arrive to collect them. If parents are later than 4:10pm children will be registered into day boarding.

If a child is not collected at the end of the school day at 5:50pm, we apply the following procedures:

- 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 or by other arrangement directly with the parent.

In the event that children are not collected after a reasonable time (e.g. 30 minutes) at the end of the school day by an authorised adult and the staff can no longer supervise the child on our premises, we will contact children's social services as care for that child(ren) will need to be arranged until the situation with the parents/carers can be clarified.

If parents/carers are persistently late in collecting their children then we will discuss this with the parents/carers and stress the need for children to be collected at the agreed time.

Procedures for Uncollected Children.

- The School will contact the local authority social services single point of access:
0118 937 3641 (Office hours only)
01344 786543 (Out of Hours Emergency Duty Team)
- The child stays at school in the care of a member of SLT staff until the child is safely collected either by the parents or by a social worker.
- Social services will aim to find the parent/carer 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 will be stored at the School.

Arrangements for complaints are defined in the School's Complaints Policy.

Signed:

Headteacher

Proprietor

Date: November 2022

Review date: November 2024

A COPY OF THIS POLICY IS AVAILABLE ON REQUEST FROM THE SCHOOL OFFICE