



## **POLICY FOR NON-COLLECTION OF CHILD**

### **OVERVIEW**

If a child is not collected from school before the end of the normal school day staff will respond sensitively and consistently to ensure the safety and welfare of that child.

### **INTENT**

1. To keep uncollected children safe.
2. To ensure that any uncollected child is cared for and that the provision for their welfare and safety is given priority.
3. To do all that is reasonably possible to ensure that the child is speedily collected by its parents, guardian or other designated adult.
4. To take effective action to ensure the safety, care and welfare of the child where a parent, guardian or other designated adult is not able to collect the child

### **IMPLEMENTATION**

1. The school will ensure that full contact & emergency information is received promptly from all mothers, fathers & carers and that contact and emergency information is regularly updated
2. We will inform mothers, fathers & carers that if a child is not collected from the setting by closing time, this procedure will be followed.
3. If a child is not collected within ten minutes of closing time, reasonable steps will be taken to contact the mother, father or carer at home or at work or other adults authorised to collect the child. The child will be placed in After-School Club until collected.
4. The child will not be allowed to leave the premises with anyone other than parents, carers or other person with parental responsibility
5. If no-one can be contacted to collect the child or vulnerable young person after one hour, the Police will be contacted (if child/family have had Children's Social Care involvement, then Early Help and Safeguarding Hub will also be contacted).
6. The child will stay in school under the care of After-School Club staff until safely collected either by the parent, carer, person with parental responsibility, social worker or police officer.
7. Members of staff are never allowed to take an uncollected child home with them
8. A full written report of the incident and outcome will be recorded in the child's school file.
9. If the uncollected child is under 5 years old & has been referred to Children's Social Care, Ofsted must be informed tel. 0300 123 1231
10. Where children are under five attention will be paid to the: Statutory Framework for the Early Years Foundation Stage, 2014
11. If the child isn't picked up from a returning school trip at arranged time, then above procedures, from 3 forward, apply.
12. If a child has attended After-School Club as pre-arranged, but isn't picked up when After-School Club closes, then, at closing time, parents/carers/authorised adult collectors will be contacted to collect the child. The child will not be allowed to leave the premises with anyone other than parents, carers or other person with parental responsibility. If no-one has been able to be contacted after fifteen minutes, the Police will be contacted. Adhere to steps 6 forward.
13. PLEASE NOTE, for any child that is placed in After-School Club, as a result of not being collected, the parents/carers will be charged at usual rate, unless there has been an emergency. If any child at After-School Club has not been collected by 5.45pm, then the parents/carers will be charged at the rate of £6 per every extra fifteen minutes.

### **IMPACT**

Any child who is not collected from school at the end of the school day will be kept safe and cared for until the situation is successfully resolved.

Revised and adopted by the Governing Body

**Date** – 19 April 2023

**Reviewed** – 11 July 2024

**Review Date** - 1 September 2025