

Knebworth

Primary & Nursery School



Non-collection of Children Policy

Date reviewed:

May 2017

Date of next review:

May 2019

Responsibility:

Head Teacher

Classification:

Public

Statement of intent

In the event that a child is not collected by an authorised adult at the end of a school session, Knebworth Primary and Nursery School puts into practice agreed procedures.

Aim

In the event that a child is not collected by an authorised adult, 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.

Procedures

1. Parents/carers of children starting at the school are asked to provide specific information which is recorded on our Sims system and also on a contact card held in the school office and for Nursery children, by our Nursery staff.
 - home address and telephone number - if the parents/carers do not have a telephone, an alternative number must be given, perhaps a neighbour's, grandparent;
 - work 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 school, for example a child-minder or grandparent;
 - information about any person who does not have legal access to the child

PLEASE ADVISE THE SCHOOL OF ANY CHANGE OF INFORMATION IMMEDIATELY

2. On occasions when parents/carers are aware that they will not be at home or in their usual place of work, they should inform us how they can be contacted.
3. We provide parents/carers with our contact telephone number for the occasions when parents/carers or the persons normally authorised to collect the child are not able to collect the child. They should inform the school of the name and telephone number of the person who will be collecting their child, which will be recorded in the school message book and entered onto the computerised class register. This will then be passed on to the class teacher.
4. In the event that their children are not collected from school by an authorised adult and the staff can no longer supervise the child in our premises, we will contact the Children's Assessment Team.
5. Times of all late collections will be noted and kept in a register.

6. If a child is not collected at the end of the session, we use the following procedures:
- If no information is available, parents/carers are contacted at home or at work.
 - If this is unsuccessful, the adults who are authorised by the parents to collect their child from school and whose telephone numbers are recorded on the Sims system/contact card are contacted.
 - The child stays at school in the care of two fully-vetted school members in the school office until the child is safely collected. At no time will a member of staff take a child home or leave a child alone in the building.
 - If no one can be contacted to collect the child and the premises are closing or staff are no longer available to care for the child, we contact our local authority Children's Assessment Team.
 - A full written report of the incident will then be recorded.
 - Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.