

CAUSEWAY GREEN PRIMARY SCHOOL



NON COLLECTED CHILDREN POLICY
September 2018

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CAUSEWAY GREEN PRIMARY SCHOOL

Non-collection of children policy

Safeguarding Team: Miss J. Shingler, Mrs M. Sangster, Mrs. T. Tooth & Mrs. D. Kendrick.

Statement of intent

In the event that a child is not collected by an authorised adult within 10 minutes of the end of a session/day, the setting puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

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. After 10 minutes children will be placed into wraparound provision of the school for which parents will be liable for the emergency charge of £10. 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.

Methods

Parents of children starting at the setting 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, perhaps a neighbour or close relative;
- place of work, address and telephone number (if applicable), mobile telephone number (if applicable);
- names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent;
- information about any person who does not have legal access to the child; and who has parental responsibility for the child

On occasions when parents or the persons normally authorized to collect the child are not able to collect the child, they record the name of the person who will be collecting their child in their child's planners or contact the school through class dojo or telephone. We agree with parents how to verify the identity of the person who is to collect their child.

Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up procedures. We provide parents with our contact telephone number. We also inform parents that in the event that their children are not collected from our setting by an authorised adult, children will be placed into wrap around care and we will apply our child protection procedures as set out in our child protection policy after 30 minutes. The class teacher retains responsibility for the child and the procedure - this is not delegated to the wrap around.

If a child is not collected at the end of the session/day, we follow the following procedures:

- Check the pupil's Home/School Link Book or Homework Diary (where applicable).
- Check whether they are usually in an after school activity that night and have just forgotten to attend. (Where applicable).
- Check with office staff to see whether a phone call or note has been received.
- If no information is available, parents/carers are contacted at home or 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 Registration Form or on the central record system - are contacted.
- If ten minutes elapse, the child is placed into wrap around care.
- 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 central records system (sims). On occasions parents may nominate an alternative adult to collect their child in time of emergency. If no one collects the child after 30 minutes and there is no one who can be contacted to collect the child, we apply the procedures for uncollected children. These are as follows:

- If the child is not collected and no contact is made by 5.00 or 10 minutes after the end of an after school club, a referral is to be made to the MASH on 0121 569 3100.
- The child stays at setting in the care of two fully-vetted workers until the child is safely collected either by the parents (or nominated adult in times of emergency), the Police or a social worker. Social services will aim to find the parent 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 take the child from school.
- A full written report of the incident is recorded in the child's file and give to Mrs Tooth (member of safeguarding team).

Follow-up

Once the situation has been resolved it is important to establish how and why the circumstance arose and to ascertain what the parent must do to avoid a recurrence of this situation. It will also be necessary to review the procedures used to ensure that they worked smoothly and if necessary to amend for future incidents.

Useful contact numbers

Multi-Agency Safeguarding Hub (MASH) - 0121 569 3100

West Midlands Police Communications Centre - 0845 113 5000

Children under 16 collecting primary school age pupils

The above will not be permitted by the school unless prior written consent has been given and signed by the parent/guardian.