

Meare Village Primary School

Collection of Child Policy



Approved by:	Abi Isherwood Headteacher	Date: June 2024
Last reviewed on:	June 2024	
Next review due by:	June 2026	

POLICY STATEMENT

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

- Parents of children starting at the setting are asked to provide the following specific information which is recorded on our Registration Form:
 - 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.
 - Who has parental responsibility for the child.
 - Information about any person who does not have legal access to the child.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us in writing of how they can be contacted.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they provide us with details of the name, address and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child. This may be a visual recognition or a password.
- 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 measures. We provide parents with our contact telephone number.
- If an unauthorised person arrives to collect a child, we will contact the parent/carer for authorisation. The child will not be released until authorisation has been received.
- We inform parents that we apply our child protection procedures in the event that their children are not collected from setting by an authorised adult within 45 minutes after the setting has closed and the staff can no longer supervise the child on our premises.
- If a child is not collected at the end of the session/day, we follow the following procedures:
 - ➔ The child's file is checked for any information about changes to the normal collection routines.
 - ➔ If no information is available, parents/carers are contacted at home or at work.

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- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting - and whose telephone numbers are recorded on the Registration Form - are contacted.
- ➔ 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 in their file.
- ➔ If there is no-one who can be contacted to collect the child, and no-one collects the child after 45 minutes, we apply the procedures for uncollected children, which is:

We contact Children's Social Care team

- ➔ The child stays at setting in the care of two fully-vetted workers until the child is safely collected either by the parents or by a social care worker.
 - ➔ Social Care will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.
 - ➔ Under no circumstances do staff go to look for the parent, nor do they take the child home with them.
 - ➔ A full written report of the incident is recorded in the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff (£5.00 per half an hour)
 - The same procedure applies for children who are late being collected from after-school clubs. Additional costs will be charged and if parents are more than 15 minutes late after a club finishes with no communication provided, Social Care will be contacted.
 - For parents who are late on multiple occasions, Social Care may be contacted as this forms a pattern of neglect
 - For children on a fixed-term exclusion (suspension), all stakeholders should work together to ensure the child is collected as soon as possible from school and taken immediately home.
 - Ofsted may be informed

This policy was ratified by the
Headteacher

On

June 2024 (date)

Date to be reviewed

June 2026 (date)

Signed (Headteacher)

Ms Abi Isherwood