

Meadow Lane Infant School Policy



Non-collection of children Policy

Last reviewed	February 2015
Review Cycle	2 Years

Aims of the policy:

In the event that a child is not collected by an authorised adult at the end of a day, the school will put into practice procedures to ensure that the child is cared for safely.

Parents are made aware of these procedures.

Method:

Parents of children joining Meadow Lane Infant School provide the following information on our registration form which is regularly updated

- Home address, telephone number and email address
- Work address and telephone number
- Mobile telephone number
- Emergency contact details including telephone number and mobile number

On occasions when parents are aware that they will not be at home for any period of time they inform the School Office of the person who is in loco parentis and how they can be contacted.

On occasions when parents or the person normally authorised to collect the child are not able to collect the child, they inform the class teacher or school office in person, in writing or by telephone. We agree with the parents how to verify the identity of the person who is to collect the child. **Staff do not send children home with friends unless there is prior agreement.**

Parents are informed that if they are not able to collect the child as planned, they must inform us. We also inform parents that – in the event that their children are not collected by an authorised adult and the staff can no longer supervise the child in school – we apply our child protection procedures.

If a child is not collected at the end of a day we follow the procedure below:

- We check for any information about changes to the normal collection routines
- If no information is available parents 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 are contacted
- All reasonable attempts are made to contact the parents or nominated carers
- The child is cared for by a teacher or staff member known to the child by the school office until the nominated person comes to collect them.
- The child does not leave the premises with any unauthorised person.
- If no-one collects the child after one hour and there is nobody who can be contacted, we apply the procedures for uncollected children
- We contact our local authority social services department, telephone number 0115 8546000
- The child stays at school in the care of two fully vetted workers until safely collected either by parents or a social worker
- Under no circumstances are staff to take the child home with them
- A full written report on the incident is recorded in the child’s file

Staff reviewed : Feb 15

Date ratified: Feb 15

Date for review: Feb 17

Signed : Head teacher

..... Chair of P&P committee