



# Non-collection of children policy

## **Statement of intent**

In the event that a child is not collected by an authorised adult within 10 minutes of the end of the school day, our school puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified adult until they are collected.

## **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.

- At 3.30pm (after 10 minutes) children will be taken to the wraparound care provision of the school, run by 4Community Trust, for which parents will be liable for an emergency charge of £6 for collection before 4pm. After 4pm, the charge will increase to £12. The club closes at 6pm so the charge after 6pm is £1 per minute. This will be payable directly to 4Community Trust.

*We inform parents/carers of these procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.*

## **Methods**

Parents / carers of children at our school are asked to provide contact information that includes:

- home address and at least two telephone numbers. If the parents / carers do not have a telephone, they must provide either:
  - a. an alternative number , perhaps a neighbour or close relative
  - b. place of work, address and telephone number (if applicable)
  - c. mobile telephone number (if applicable)
- names, addresses and telephone numbers 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 as well as who has parental responsibility for the child

*Please note: it is the responsibility of the parents to update school if any contact information changes.*

On occasions when parents / carers or any people normally authorised to collect the child are not able to collect the child, they must inform school of the name of the person who will be collecting their child. We agree with parents / carers 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 their 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, 0121 558 1602, so that they can inform us if they will be late collecting their children.

We also inform parents that in the event that their children are not collected by 3.30pm from our school by an authorised adult, children will be placed into our wraparound care provision, run by 4 Community Trust.

**Our procedure for children not collected at the end of the day is as follows:**

1. If a child is not collected from school by 3.30pm (10 minutes after the end of the school day) then:
  - a. School records are checked for any information about changes to the normal collection routines.
  - b. If no information is available, parents/carers are contacted at home or at work.
  - c. If this is unsuccessful, the adults who are authorised by the parents to collect their child from school - and whose telephone numbers have been provided to school by the parents - are contacted.
  - d. All reasonable attempts are made to contact the parents or nominated carers. The child will not be allowed to leave the school premises with anyone other than people that the school have informed are authorised to collect them.
2. If no one collects the child by 3.40pm then the child is placed in our chargeable wraparound care.

**Our procedure if contact cannot be made with parents / carers and children are not collected after 30minutes is as follows:**

3. If families have unpaid debt with our wraparound care provider and have been banned from this facility, then we apply our procedures for uncollected children.
  - We inform a member of our child protection team and contact the Police on 101, and Social Services will be informed.
  - The child stays in our wraparound provision (in the care of at least two fully-vetted members of staff) until the child is safely collected either by the parents, 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 given to Mrs Fox (our designated safeguarding lead).

**Persistent late collection**

If parents are regularly late collecting their child from school, they will be encouraged to take up a planned place in our wraparound provision.

- ❖ ***If this is not done and parents continue to be late collecting their child then we will make a referral to social services.***