



STANBRIDGE LOWER SCHOOL

NON COLLECTION OF CHILDREN

Reviewed December 2017

1. RATIONALE

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

2. AIMS

2.1 In the event that a child is not collected by an authorised adult, our staff will ensure that the child receives a high standard of care in order to cause as little distress to the child as possible.

2.2 Parents will be informed of the procedure so that, if they are unavoidable delayed, they will be reassured that their children will be properly cared for.

2.3 All reasonable attempts will be made to contact parents or their representatives. If after one hour no parents or representatives are available or contactable, the local Intake and Assessment team at Central Bedfordshire Council will be contacted. If it is out of hours the Emergency Duty Desk will be contacted. Intake and Assessment will aim to find the parent or representative. If they are unable to do so, the child will be admitted into the care of the local authority.

3. PROCEDURES

3.1 Parents of children starting at Stanbridge Lower School and Pre-school are asked to provide specific information which is recorded on the Registration Form. These include

- 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
- Mobile telephone number
- Names, addresses, telephone numbers, mobile numbers of adults who are authorised by the parents to collect their child from the setting.
- Information about any person who does not have legal access to the child

3.2 On occasions when parents are aware that they will not be at home or in their usual place of work, they must inform school how they can be contacted in an emergency.

3.3 On occasions when the parents or the persons normally authorised to collect the child are not able to collect the child, they must submit in writing to the school the name address and telephone number of the person who will be collecting their child. Pre-school parents are asked to give a password that can be recorded and passed onto the person collecting the child for additional safeguarding.

4. NON COLLECTION OF CHILDREN

4.1 If a child is not collected at the end of the session/day our staff will follow these procedures

- Any information is checked for changes to the normal collection routines
- If no additional information is available parents and the adults who are listed on the registration form as being authorised to collect the child are contacted. The child will not leave the premises with anyone, other than the parents of named contacts.
- If no one collects the child after 1 hour and there is no one who can be contacted to collect the child, the procedures for uncollected children will apply.

4.2 If a child remains uncollected

- Contact Intake and Assessment on 01582 818499 or through the main Central Bedfordshire Number 0300 300 8000.
- Out of Hours Emergency Duty Desk 0870 238 54 65 or through Central Bedfordshire Number 0300 300 8000
- The child stays at the setting in the care of fully vetted members of staff (ideally two) until the child is safely collected either by the parents or by a social worker. The social worker will have their ID verified by staff before handing over the child.
- Children's Services will aim to find the parent or relative. If they are unable to do so, the child will be admitted in the care of the local authority.
- Under no circumstances should a member of staff "go and look for the parent", take the child to the child's home or take the child to their own home with them.
- A full written report of the incident will be submitted to the Head Teacher within 24 hours of the incident occurring and placed on the child's file.
- We reserve the right to charge parents for the additional hours worked by our staff. These will be charged at the same rate as our Pre-school Fees. £9.00 per hour and be paid into school fund. This will be applied at the discretion of the Head Teacher.

5. REVIEW PROCEDURES

5.1 The school's policy will be reviewed when:

- Two years have elapsed.
- When there has been a significant change of staff.

R Godwin

Head Teacher

December 2017

This policy was ratified by the full governing body.

Date of Meeting:

Signed Chair of Governors.