



LATE COLLECTION OF CHILDREN POLICY

Aim

In the event that a child is not collected by an authorised adult at the end of a session/day, the school puts into practice agreed procedures. These ensure the child is cared for safely by members of staff who are known to the child to cause as little distress as possible.

Methods

- Parents of children starting at the school are asked to provide specific information which is recorded on our Child Profile, including:
 - Home address, home telephone number and mobile 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 of 3 emergency contacts.
 - Information about any person who has been denied access to the child by a Court Order.
 - Names of those who have parental responsibility for the child.
- Parents should ensure that this information is updated whenever necessary so that details held in school are always accurate.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they inform the school office, giving details of the changed arrangements.
- If a child is not collected at the end of the session/day, the following actions are taken:
 1. Parents/carers are contacted at home or at work.
 2. If this is unsuccessful, the adults who are authorised by the parents to collect their child from the school – and whose telephone numbers are recorded in the Emergency Contact File - are contacted.
 3. If this is unsuccessful, attempts are made to contact other parents/carers who are known to be friends or neighbours of the child's family for information.
 4. All reasonable attempts are made to contact the parents or nominated carers.
 5. In the event that their child is not collected from the school by an authorised adult and the staff can no longer supervise the child on the premises – the school will apply the child protection procedures as set out in the Child Protection and Safeguarding Policy.

Head Teacher's signature:

Date of adoption: September 2016

Chair of Governors:

Date of review: September 2018