



## Charlton Kings Infants' School & Kindergarten

### Non-Collection of Children Policy

Written by K. James

<b>Governor Committee Responsible:</b>	FGB	<b>Governor Lead:</b>	FGB
<b>Staff Lead</b>	Katie James		
<b>Status</b>	Non-Statutory	<b>Review Cycle</b>	2 years
<b>Last Review</b>	January 2019	<b>Next Review Date</b>	January 2021

Designation	Name	Date	Signature
Chair of Governors	Henning Schmidt		
Headteacher	Katie James		

## **Statement of Intent**

In the event that a child is not collected by an authorised adult at the end of a session/day, Charlton Kings Infants' School & Kindergarten 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.

Please also see the Safeguarding & Child Protection Policy and related policies.

## **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. 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 Charlton Kings Infants' School & Kindergarten are asked to provide specific information which is recorded on our Registration Form, including:
  - 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
  - information about any person who does **not** have legal access to the child
  - who has parental responsibility for the child
- On occasions when parents are aware that they will not be at home or in their usual place of work, they notify the school as soon as possible.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, the parents/carers should notify the school of the name, address and telephone number 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 the child as planned, they **must** inform us so that appropriate action can be taken.
- We provide parents with our contact telephone number. We also inform parents that - in the event that their children are not collected from school by an authorised adult and the staff can no longer supervise the child on our premises - we apply our child protection procedures as set out in our child protection policy.
- If a child is not collected at the end of the school day/after school club session, we adhere to the following procedures:
  - The register/signing in sheet 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.
  - 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
  - The school day at Charlton Kings Infants' School and Kindergarten ends at 3.00pm and 3.30pm respectively. If no one collects the child after ten minutes the child will be placed in After School Club and the parents will be invoiced

- After School Club ends at 5.30pm. If a child is not collected at the end of this session we will use the following procedure:
  - o The child remains at the setting in the care of two fully-vetted workers until the child is safely collected either by the parents or by a nominated emergency carer.
  - o A log of the non-collection will be started using the form attached to this policy.
  - o If no contact has been made with either the parents/carers or the adults who are authorised by the parents to collect their child, a member of staff will contact the Front Door Team (01452 426565) no later than 6.00pm if the child is not collected from After School Club).

The log of the incident will be completed by the member of staff dealing with it and handed to the Designated Leader for Safeguarding (DSL)

Designated Safeguarding Lead:	Katie James, Head teacher
Deputy Designated Safeguarding Lead:	Anna Maclachlan, Assistant Head teacher
Deputy Designated Safeguarding Lead:	Neil Owens, Assistant Head teacher
Deputy Designated Safeguarding Lead:	Joanne Jones, SENCO

**NON-COLLECTION OF CHILD LOG SHEET**

**Child's Name:** .....

**Teacher's Name:** .....

**Class:** ..... **Date:** .....

	<b>TIME</b>	<b>ACTION</b>
<b>Reported to the office</b>		
<b>Calls made to:</b>		
<b>Front Door Team called</b>		<b>Yes/No</b>
<b>Child collected</b>		<b>Yes/No</b>
<b>Collected by</b>		
<b>Comments</b>		

**Signature:** ..... **Date:** .....