



Littleton C of E Infant School

Non-Collection of Pupils Policy

Reviewed by Head teacher: **September 2017**

Reviewed: **Annually**

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 Littleton C of E Infant and Nursery School provide the following information on our Data Collection Sheet which is regularly updated including:

- Home address, telephone number and email address
- Work address, telephone number
- Mobile number
- Emergency contact details in priority order including telephone and mobile numbers.

It is a parent/carers responsibility to update the school immediately to amend contact details if there has been any change.

On occasions when parents are aware that they will not be at home for any period of time they must 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, parents are to inform the class teacher or school office in person, in writing or by telephone. We will 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
- No child is released to another parent/member of the school community without verbal or written permission from the parent/carer

- The child is cared for by a teacher or staff member known to the child in the school office until the nominated person comes to collect them
- 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
- 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