

The Federation of the Church Schools of Shalfleet and Yarmouth

Achieving Together for a Brighter Future



NON COLLECTION OF CHILDREN A STATEMENT OF POLICY

Approved by	CW
Portfolio	Safeguarding
Approved on	Summer 2018
Review date	Summer 2021
Review Cycle	3 Year

Signed _____ Date _____

NON COLLECTION OF CHILDREN

Statement of Intent

In the event that a child is not collected by an authorised adult at the end of a school day, the schools put into practice agreed procedures. These ensure the child is initially cared for safely by a staff member who is known to the child. No child will ever be allowed to leave school unaccompanied unless by prior arrangement.

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. However, the expectation is parents/carers contact the school promptly if it is likely they will be unable to collect their child as anticipated.

If a child remains uncollected at the end of a session, all efforts will be made to contact the parents/carers to agree on how quickly they can come and collect their child. Arrangements may also need to be made for someone else to collect their child and it is important that a password be given to this person at this time.

At Shalfleet C.E. Primary School when contact has been made with parents and the time of additional care exceeds 15 minutes, the child will be taken to Little Explorers, after school club.

In the event of failing to contact the parents/carers we will:

- Aim to reassure the child and nominate a member of staff, preferably senior management staff, to carry out the following procedures whilst one other member of staff will stay with the child
- Telephone all emergency contacts for the child
- Telephone siblings (if any) school
- If this fails, telephone Social Services for advice/collection of the child.
- A full written report of the incident is recorded.

Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff. At Shalfleet C.E. Primary School site children cared for through extended schools provision [Little Explorers] until they are collected by a responsible adult will be charged for this care. At Yarmouth School children will be cared for at Fun Club.

The persons responsible for the implementation of this policy are all staff.

This policy should be read in conjunction with the school's Child Protection Policy