

# **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
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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, provided that the parent has given verbal permission to the person and school via telephone.

At Shalfleet C.E. Primary School when contact has been made with parents and the time of additional care exceeds 30 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***