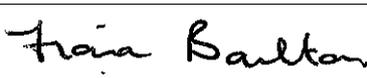


September  
2019

## Non-Collection of Child Procedure

|                        |                                                                                                                            |
|------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Approved by Governors: | 26 <sup>th</sup> November 2019                                                                                             |
| Signed                 | <br>Fiona Boulton<br>Chair of Governors |
| For review:            | September 2021                                                                                                             |

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**BALDWINS GATE CE PRIMARY SCHOOL**

## **Non-Collection of Child Procedure**

### **Statement of Intent**

All children should be collected by their parents/carers at the appropriate time. We appreciate that unavoidable delays happen occasionally and staff will do their best to accommodate these occasions. However, in the event of a child not being collected at the normal finish time, our uncollected child policy will be instigated. The child will be kept safe by a member of staff and occupied in order to avoid any distress. Reassurance will be given to those parents unavoidably delayed.

At Baldwins Gate CE Primary School the school day ends at 3.30 pm. BUZZ after school club sessions run from 3.30 – 5.30 pm each day.

### **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.

This document details the procedures in the event that a child is not collected by an authorised adult at the end of a nursery session, the school day or from BUZZ after school club.

Staff must ensure that they are familiar with these procedures and act on their requirements.

This document should be brought to the attention of staff and temporary workers at Baldwins Gate Primary School.

### **Procedures**

- Parents of all children attending Baldwins Gate CE Primary School are asked to provide specific information which is recorded. This information includes:
  - Home address.
  - Telephone number (if parents do not have a telephone number an alternative number must be given, perhaps a grandparent or neighbour).
  - Place of work, address and telephone number if applicable.
  - Mobile telephone number.
  - Names, addresses, telephone numbers of authorised adults who are authorised by parents/carers to collect their child from school, nursery or after school clubs eg a grandparent or childminder.
  - Information about any person who does not have legal access to the child. Parents/Carers will need legal documentation to support this.
- On occasion when parents are aware that they will not be at home or in their usual place of work and not contactable by mobile phone, they will inform the school office before the day or session begins.
- On occasion when parents or the persons normally authorised to collect the child are unable to, they must inform the teacher responsible for the child who will be collecting the child. The teacher will agree with the parent/carer how the identification of the person who is to collect their child will be verified eg full name and relationship or password for BUZZ after school club.

- Parents are informed that if they are not able to collect their child as planned they must inform the school so that the school can begin to implement back up procedures. We provide parents with our contact telephone number. We also inform parents that in the event that their child is not collected by an authorised adult and the staff are unable to supervise the child in the school premises, we apply our child protection procedures in accordance with current recommendations from the local authority and Staffordshire Safeguarding Children’s Board (SSCB) as referred to in our Safeguarding and Child Protection Policy.
- If a child is not collected at the end of the nursery session, school day or after school club session we adopt the following procedures:
  1. A member of staff will contact the office by walking to the office with the child.
  2. The office staff will be asked if any information about changes to the normal collection routine have been made known to them.
  3. Staff will attempt to contact parents/carers using telephone contact details available to school (home, work, mobile).
  4. If this is unsuccessful, the nominated emergency contacts authorised by the parents to collect their child from the setting - and whose telephone numbers are recorded on SIMs - are contacted.
  5. All reasonable attempts are made to contact the parents and/or nominated carers.
  6. The child does not leave the premises with anyone other than those named on the SIMS database.
  7. If no-one collects the child after 30 minutes and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
  8. If a child has attended the after school club and is not collected by 5.30 pm, the session leader will wait for a period not exceeding 15 minutes before attempting to make contact with the child’s parent/carer. Following this, attempts will be made to contact the parent/carer and other nominated contacts in 5 minute intervals until 6.00 pm.
  9. The member of staff dealing with the situation must contact a member of the school’s senior management team ie Headteacher or Deputy Designated Safeguarding Lead.
  10. At this point staff must contact both:
    - First Response Team** on 0800 1313 126/Out of hours on 0845 604 2886
    - Police** on 101
- The child stays at school in the care of staff until the child is safely collected either by the parents, nominated contact or by a social worker through First Response. Staff will care sensitively for the child, ie provide activities, in order to minimise any distress. If appropriate the child will be cared for in the after school provision (BUZZ) to enable other staff to follow procedures to make contact with parents/carers or nominated contacts.

- First Response will aim to find the parent or relative. If they are unable to do so, the child will be admitted into the care of the local authority.
- Under no circumstances are staff to go to look for the parent, nor do they take the child home with them.
- A full written report of the incident will be completed by the member of staff dealing with it and handed to the nominated child protection staff member.
- Depending on circumstances, we reserve the right to charge parents for the use of the after school facility (BUZZ).