



# Uncollected Child Collection Policy

November 2018

## **Introduction**

This policy aims to set out the procedure for the collection of children from the school in order to ensure a safe environment for all. It applies at all times to every child at the school.

In the event that a child is not collected by an authorised adult at the end of the school day, the procedure to follow is set out clearly below.

However, there are times when an adult who is not known to the staff at the school will come to collect a child. We will ensure that the situation is resolved quickly and efficiently to cause as little distress as possible to the child by following the procedures laid out here.

## **Procedure for Collection of Pupils by Other than Authorised Adults**

When a child commences at Newton Hill Community School and every September thereafter, parents/carers will be asked to supply the following information:

- home address and telephone number
- place of work, telephone number and any relevant extension numbers
- mobile contact numbers
- names and contact details of at least two adults who are authorised to collect the child from school, i.e. child minder, relative, neighbor

If there are any changes to the above, parents are asked to inform the school immediately. In the event that the parents / carers, or any other adult authorised by the parents/carers, and who is known by the school staff, is unable to collect the child, the following procedure must be followed:

- the parent /carer must contact the school as soon as possible and provide the full name and address of the adult who is to collect the child. Please note, if there is an occasion where you need to send a child under the age of 14 to collect their sibling from school, we require a signed written parental permission letter to school prior to releasing your child
- the parent /carer must provide the school with a password that will be known only to the parent/ carer, the adult collecting the child, and the school
- the adult who has been authorised to collect the child will be asked to provide photographic proof of their identity (e.g. driving licence or passport);

## **Procedure for Non-Collection of a Pupil at the end of a School Day**

In the event that a child is not collected by an authorised adult at the end of the day, the school will put into practice safeguarding procedures to ensure that the child is cared for safely.

When a child is unexpectedly left in school after 3.30pm a member of staff will telephone the available contact numbers to confirm with the parents/carers what arrangements have been made. Further attempts will be made to contact the parents/carers every 15 minutes after this. If a member of staff has been unable to speak to the parents/carers, then the other contact numbers will be tried.

If a child is uncollected after 3:30 the child will be placed into our Afterschool Club, Newts, and a charge may apply (in line with the Newts charges) which will be discussed with the parent/carer.

In the unlikely event the child is still on the premises one hour after school has finished and the parents/carers remain non- contactable; social services will be contacted for further advice.

**Approved by:**

Headteacher:

Date:..... Signed: .....

Chair of Governors:

Date:..... Signed: .....

