

Canvey Island Infant School and Nursery



Policy for Child Not Collected From School or Nursery

Purpose:

This document is a whole-school policy for the procedure if a child is not collected from Canvey Island Infant School and Nursery.

It has been developed in consultation with all members of staff and the Governing Board and will be reviewed in 3 years or earlier.

Rationale

This policy has been developed to ensure the safeguarding of all children. It is essential that the school has a procedure in place for the safe collection of all children at the end of a school day, and guidance for parents in the event of them being late/unable to collect their child.

Aims and objectives

- To keep all children safe.
- To ensure that all members of the whole school community are aware of the correct procedures for the end of the school day.
- To highlight the importance of maintaining clear lines of communication and up-to-date contact details.

Policy and Procedures

Infant School	Nursery
<ul style="list-style-type: none">• Children are expected to be collected at the end of the school day, which is 3.15pm.• Parents and carers are asked to wait in the playground to collect their child.• Parents are asked to keep the area around the exit doors clear, to enable children to make a safe exit, and are asked to make sure they are visible to their child.• Each classroom has a list of all persons authorised to collect each child in the class.• All children are brought out of class at 3.15pm and are handed over to their parent/carer or any other person whose name is on the list.• If the person expected to collect the child is not there, the child will be taken to their classroom, where they will be supervised by a member of staff.• Any child not collected within 15 minutes will be taken to sit in the school office and should be collected from there.• Office staff will endeavour to contact the parent/carer or any contact person named on the emergency contact form and will inform the Headteacher, DHT or other senior member of staff that a child has not been collected from school.	<ul style="list-style-type: none">• Children are expected to be collected at the end of the session, which is 11.30am for the morning session, 12.30pm after lunch club and 3.30pm for the afternoon session.• If a parents is repeatedly late to collect their child, the time will be recorded and they will be charged.• Parents are asked to keep the area around the exit doors clear.• The Nursery has a list of all persons authorised to collect each child in the class and uses a password scheme• Parents will wait in the playground while staff bring their child out to them.• Children will be handed over to their parent/carer or any other person whose name is on the list.• The Nursery has a password system. If a person is unfamiliar to Nursery staff, they must give the correct password before the child is released into their care.

Guidance for Parents

As a parent/carer, it is your responsibility to ensure that your child is collected at the end of the school day, by yourself or someone you have nominated to do so.

It is essential that parents/carers provide the school with a record of their **up-to- date** contact details i.e. names, addresses, home, work and mobile telephone numbers.

Parents should also provide the school with the contact details of **at least** two other relatives/carers who can be called when the parent/carer cannot be contacted, or in the event of an emergency. Should any of these details change, parents/carers should inform the school immediately.

If you are unexpectedly delayed and are unable to collect or will be late collecting your child from school, please contact the school immediately, by telephoning **01268 683257**.

If you arrange for another adult to collect your child, you must let the school know the details of that person **in advance**.

If contact has not been made by 4.15pm, the Designated Safeguarding Lead, the Deputy Designated Safeguarding Lead or other responsible person may inform the police and/or Social Care of the issue.

The following information may be given:

- Child's name
- Date of birth
- Address
- Parent / main carer / alternative carer details - names and addresses - home/work/mobile telephone numbers
- Language spoken
- SEN/behavioural difficulties/medical needs
- Any current or previous child protection concerns
- Any previous incidents of not being collected from school

If there are any concerns about the welfare of the parent/carer, the police may request that Social Care visit the home address.

In the event that the child is in immediate need of protection, both Social Care and the police will be notified.

Members of staff must not:

- go off the premises to look for the parents
- leave the premises to take the child home or to a carer
- offer to take the child home with them to care for them in their own home

The class teacher must:

- make a record of the incident on My Concern.
- Make a record of conversations with parents on My Concern

If there are recurring incidents of late collection, a meeting is arranged with the parents to agree a plan to improve time-keeping and identify any further support that may be required.