

BLACKROD PRIMARY SCHOOL



Non Collection of Children Policy

Approved by: CSS Committee

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Document Control V2

Responsible Service T&L, Community, Safeguarding and Inclusion Committee

Frequency of Review Annually

Version History

Version No.	Summary of change	Author	Date
V1		Julie Ramsden	Spring 2017
V2	Adapt to incorporate non prescribed medication	Julie Ramsden	March 2018
	No Changes		Jan 2020
	No Changes		Jan 2022
	Reviewed by GB		Sept 2022
	No changes		Sept 2023

Statement of intent

In the event that a child is not collected by an authorised adult at the end of the school day, the setting puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified member of staff who is known to the child.

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.

Procedures

***In the case of a child not being collected at the end of the school day, the child will be cared for in All Stars whilst the procedures are followed. Parents/Carers may be charged for the childcare.**

***In the case of a child not being collected at the end of the All Stars session (6pm) and contact is not made with a parent/carer or adult named on the data collection sheet, procedures to contact external agencies will begin at 6.30pm.**

- Parents of children starting at our School are asked to provide specific information which is recorded on our Registration Form, including:
 - Home address and telephone number - if the parents do not have a telephone, an alternative number must be given.
 - Place of work, address and telephone number (if applicable);
 - Mobile telephone number (if applicable);
 - Names, addresses, telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent;
 - Information about any person who does not have legal access to the child; and who has parental responsibility for the child.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they inform school of their arrangements. This is recorded by a member of the office team and shared with the staff who work with the child.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they will inform the class teacher or contact the office via telephone or email informing them of the arrangements they have put in place. This is recorded by a member of the office team and shared with the staff who work with the child.
- Parents are informed that if they are not able to collect the child as planned; they must inform us so that we can begin to take back-up procedures. We provide parents with our contact telephone number. We also inform parents that - in the event that their children are not collected from setting by an authorised adult and the staff can no longer supervise the child on our premises - school procedures apply.

- If a child is not collected at the end of the session/day, we follow the following procedures:
 - Teacher/Member of staff responsible for the child will check with the office team for any communication sent from parents/carers (Email, answer phone and messages taken over the phone)
 - The All Stars Childcare setting will check if they have received an email requesting they attend the setting.
 - The school office team will contact the parents/carers named on the data collection form
 - If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting - and whose telephone numbers are recorded on the data collection form - are contacted.
 - All reasonable attempts are made to contact the parents or nominated carers.
 - The child does not leave the premises with anyone other than those named on the data collection sheet or a person who a member of staff has been informed by the parents/carers has permission to collect their child.

If no-one collects the child after 30 minutes from the agreed time of collection and there is no-one who can be contacted to collect the child:

Under no circumstances do staff go to look for the parent, nor do they take the child home with them.

1. We contact Bolton Early Intervention Team 01204 334482
 2. If this proves unsuccessful we contact Bolton Social Services Referral and Assessment Unit 01942 634625. As Social Services personnel finish normal work at 5.00pm staff may need to remain with a child until the emergency duty team commences work at 6.00pm.
 3. If no resolution by 6.00pm we contact Social Services Emergency Duty Team 01204 337777.
 4. The child stays at setting in the care of two fully-vetted workers until the child is safely collected either by the parents or by a social worker;
 5. Social services will aim to find the parent/carer or relative if they are unable to do so, the child will be admitted into the care of the local authority.
 6. If it proves impossible to contact Social Services the police will be contacted.
- 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.
 - Ofsted may be informed.

