

## Non-collection of pupils

This policy also applies to EYFS pupils and children in our Nursery Provision

### **Statement of intent**

In the event that an authorised adult at the end of the school day or session does not collect a child, agreed procedures will be put into practice. These procedures ensure that an experienced and qualified practitioner who is known to the child cares for the child safely with minimal upset.

### **Aim**

In the event that an authorised adult does not collect a child, 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 child/children will be properly cared for.

### **Procedures**

- The parents or carers of the children at Bedford Greenacre Independent School are required to fill in a registration and entry form prior to starting and are requested to provide specific information including:
  - Home address and telephone number. Should the parents not have a telephone, an alternative number must be given
  - Mobile telephone number if applicable
  - The names, addresses and telephone numbers of adults who are authorised by the parents to collect their child, for example a childminder or grandparent
  - Information regarding any person who does not have legal access to the child.
- Parents must contact the office and state the name and address of any individual picking up their child in case of emergency.
- Parents should agree with their child's class teacher how the identification of the person who is to collect their child will be verified.
- In the event of a child being collected by a taxi driver, he or she must give a password before the child will be released into their care.
- Parents are informed that if they are not able to collect their child as planned, they must inform the school immediately so that arrangements can be made for them to attend After School Care.
- If no contact is made with the school by the parents or carers by normal collection time (4pm or 6pm- after school care) the teacher/after care supervisor will:
  - Check the collection sheet for any information about changes to the normal collection routines
  - If no information is available, the parents or carers will be contacted at home or work
  - A member of staff will make arrangements for the child to attend After School Care whilst the child waits for their parent or carer to arrive

Parents are informed that in the event of their child not being collected by an authorised adult and the staff no longer able to supervise the child on the premises, emergency procedures will be applied as follows:

- Staff will continue to make every effort to contact parents or carers at home or work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from school and whose telephone numbers are recorded on the registration form will be contacted.
- If this is unsuccessful and staff are no longer able to supervise the child on school premises, the Local Authority Social Care will be contacted and the school will follow the guidelines and procedures requested.
- A full written report of the incident will be recorded.

### ***Nursery Procedure***

- All parents/carers are required to complete full registration forms with contact numbers of both parents and emergency contact details.
- The Nursery must also have clear documentation in the event that persons are prohibited in collecting a child from the setting.
- On each occasion, parents must inform the nursery in the event that another person will be collecting the child. The person in question must both be on the authorised collection list and aware of the password.
- In the event that the Nursery has not been informed of collection, the person is required to wait outside whilst we contact the parents for clarification.
- In the event that a child has not been collected by 6.00pm without any contact from the parents, senior staff will attempt to make contact with them.
- If they are unable to do so, staff will contact persons on the emergency list.
- If this is unsuccessful and staff are no longer able to supervise the child, the Local Authority Social Care will be contacted and the school will follow the guidelines and procedures requested.
  
- A full written report of the incident will be recorded.