



Ombersley Endowed First School and Pre-School And Woodpeckers After School Club

LATE/NON-COLLECTION OF CHILDREN POLICY

AIM

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

Method

Parents of children attending Ombersley Endowed First School and Pre-School/ Woodpeckers After School Club provide the following information:

- Home address, telephone number and email address
- Work address and telephone number
- Mobile telephone number
- Emergency contact details including telephone number and mobile number

On occasions when parents are aware that they will not be at home for any period of time they should inform the School Office of the person who is in loco parentis and how they can be contacted.

On occasions when parents or the person normally authorised to collect the child are not able to collect the child, they should inform the school of the name, address and telephone number of the person who will be collecting the child.

Parents are informed that if they are not able to collect the child as planned, they must inform us. We also inform parents that – in the event that their children are not collected by an authorised adult and the staff can no longer supervise the child in school – we apply our child protection procedures.

Non-collection/ Late Collection

If a child is not collected at the end of a school day

- The child is placed in the Woodpeckers After School Club provision

If a child is not collected from Woodpeckers After School Club:

- The child stays at After School Club in the care of two school employees until safely collected and a member of the school's Senior Management Team informed

The following procedure should be followed:

- Parents are contacted at home or at work
- If this is unsuccessful the adults who are authorised by the parents to collect their child from school are contacted
- All reasonable attempts are made to contact the parents or nominated carer

- The child does not leave the premises with anyone other than those authorised to do so
 - If no-one collects the child after one hour and there is nobody who can be contacted, we apply the procedures for uncollected children
 - We contact our local police: telephone 101
 - Under no circumstances are staff to take the child home with them
 - A full written report on the incident is recorded in the child's file
- This policy will be reviewed annually.

Reviewed: April 2020

Next Review: Summer 2023