Procedure for Children Not Collected From School

The staff responsible for the Procedure for Children Not Collected From School are

Mrs S. Bradford Mrs A. Plowman

The governor responsible for the Procedure for Children Not Collected From School is

The EYFS Governor

Agreed by governors: 10th January 2025

Review Date: January 2027

Aims

At Roydon Primary School, we work closely with the children, parents and the community to ensure that all our children have the very best start in life and are kept safe.

In the event that a child is not collected by an authorised adult at the end of a session/day, we will put into practice agreed procedures. By authorised adult we mean a parent or carer, or a friend or relative that has been appointed by the child's parent or guardian.

These procedures ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

Requirements of Parents

Parents of children joining Roydon Primary School are asked to provide the following specific information that is recorded on our Registration Form:

- home address and telephone number;
- place of work, address and telephone number (if applicable);
- mobile telephone number (if applicable);
- at least one additional name and contact details for a relative or friend who can be contacted in the event that parents or carers are not available (one of these must live in a house other than the family home and, ideally, be in the local area);
- names, addresses and telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example a childminder, relative or family friend;
- those with parental responsibility for the child.

When any of these details change, parents must inform us in writing.

We appreciate that sometimes parents and carers may need their child to be collected by someone whose details we do not hold. On those occasions we will only allow a child to leave with the adult if we have the express permission of someone who holds parental responsibility. In circumstances where this is not the case, we would revert to the procedure outlined below for children who are not collected from school.

Our Commitment to Parents

We expect pupils to be picked up promptly at the end of the school day, or at the end of activities where these have been pre-booked. Very occasionally, this is not the case.

If we are notified that collection will be delayed, office staff will record the details on an orange form, showing how late the parent or carer will be. This form is taken to the class teacher. If the delay is more than five minutes, children are taken to wait in the library and office staff alerted to their presence.

If we are not notified that collection will be delayed, the class teacher will bring the child to the library and alert office staff to their presence. Office staff will:

- check that they should not be attending an after-school club;
- check the answer phone and emails to see if any messages have been received;
- reassure the child.

If the child has not been collected by an authorised adult after ten minutes, office staff will:

- call each of the contact numbers for the child as recorded in Pupil Asset;
- notify the headteacher, an assistant headteacher or other member of the Senior Management Team;
- continue to offer reassurance to the child;

If the child is not collected from school by an authorised adult within one hour after the expected collection time, and we have received no contact from the parent or carer, we will assume an emergency has caused the delay and will instigate the following procedure:

- retry each of the contact numbers for the child as recorded in Pupil Asset;
- contact the police on 101 and ask them to attend the family home;
- keep the child safe, reassured and appropriately supervised until contact is made with one of the listed contacts or the police take the children into temporary care;
- write a full report of the incident that will be recorded in the child's file.

Please note:

- the child must remain at school with at least two adults;
- no other adult (including staff members) will be allowed to take the child to the family home;
- no other adult (including staff members) will take the child to their own home;
- in the event that no authorised adult collects the child, responsibility will be handed directly from a member of staff to a police officer;
- depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff (£5 for every 10 minutes).