



# HOWE GREEN HOUSE SCHOOL

## NON COLLECTION OF PUPILS POLICY

ISI Reference	14a
Issue Number	3
This policy is endorsed by	Governing Board and the Head
This policy is owned by	Head
Review Body	Education Committee

Most Recent Revision Date	June 2022
Last Reviewed by Governors	June 2021
Period of Review	Annual
Next Review Date	Summer 2023
Previous Reviews	2

To be made available	YES
To be on website	YES
Internal staff only	NO
Internal students only	NO
Internal staff and students	YES

# **Non-Collection of Pupils Policy**

## **Howe Green House School**

### **This Policy also includes the Early Years Foundation Stage and Before and After School Provision**

#### **Statement of Intent**

The governors and staff of Howe Green House School fully recognise the contribution it makes to safeguarding and promoting the welfare of children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our pupils from harm.

All staff and governors believe that our school should provide a caring, positive, safe and stimulating environment, which promotes the intellectual, social, physical, and moral development of the individual child.

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 Howe Green House 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.
- On occasions when the parents or the usual authorised person is unable to collect the child, they must record the name of the person who will be collecting their child on the

collection sheet located outside each classroom (KG to Y2) and ensure that the class teacher and or main office has details of the person's address and telephone number.

- 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, agreed by the parent and teacher, 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 3.40pm the class teacher will
  - Check the collection sheet (KG to Y2) 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. This will be initiated after 6PM.
- A full written report of the incident will be recorded

**The procedures outlined below, for Little Oaks Nursery, should be read in conjunction with this policy**

**The non-collection of children policy – Little Oaks Nursery**

## Statement of intent

In the event that an authorised adult at the end of a Nursery session/day does not collect a child, Nursery puts into practice agreed procedures. These ensure 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 children will be properly cared for.

### Procedures

1. Parents/carers of children starting at the Nursery 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.
  - Mobile telephone number
  - E mail address
  - Names, addresses, telephone numbers of adults who are authorised by the parents to collect their child from Nursery, for example a childminder or grandparent.
  - Information regarding any person who does not have legal access to the child.
  - Emergency contact details.
2. On occasions when parents are aware that they will not be at home or in their usual place of work, they record how they can be contacted in our daily diary.
3. On occasions when parents or the normally authorised person is unable to collect the child, they record the name of the person who will be collecting their child on our collection sheet, located on our information board and then ensure we have contact details for that person. We agree with parents how the identification of the person who is to collect their child will be verified.
4. 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 Nursery by an authorised adult and the staff can no longer supervise the child in our premises - we apply our child protection procedures as set out in our child protection policy.
5. If a child is not collected at the end of the session/day, we follow the following procedures:

- The Collection sheet and daily diary are checked for any information about changes to the normal collection routines;
- If no information is available, parents/carers are contacted at home or at work;
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from Nursery - and whose telephone numbers are recorded on the Registration Form - are contacted;
- All reasonable attempts are made to contact the parents/carers. If no reply the recorded emergency contact number will be called.
- The child stays at Nursery in the care of two fully-vetted workers until the child is safely collected;
- If no one collects the child and the staff are no longer available to care for the child on school premises, the Local Authority Social Care will be contacted and the school will follow the guidelines and procedures requested. This will be initiated after 6pm.
- A full written report of the incident is recorded; and
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

Reviewed by Education Committee of Governing Board.

Date: June 2021

Chair of Education Committee: Liz Lester

Headteacher: Deborah Mills

Next Review Date: Summer 2023