

# Hill House International Junior School



## Non – Collection of Children Policy Small School

## **1 Policy Statement**

- 1.1 In the event that a child is not collected by an authorised adult at the end of the day, Hill House International Junior School (**the School**) puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.
- 1.2 This policy applies to the School's Early Years Foundation Stage setting (**the Small School**).

## **2 Aim**

- 2.1 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 of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

## **3 Methods**

- 3.1 Parents of children starting at the Small School are asked to provide specific information which is recorded on our online Pupil Information Sheet:
  - 3.1.1 home address and telephone number;
  - 3.1.2 work telephone number;
  - 3.1.3 mobile telephone number and email address;
  - 3.1.4 names, telephone numbers and relationship to child, who are authorised by the parents to collect their child from the Small School, for example a child minder or grandparent;
  - 3.1.5 who has parental responsibility for the child.
- 3.2 On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name and telephone number of the person who will be collecting their child with the Head of House. We agree with parents how to verify the identity of the person who is to collect their child. For a regular arrangement, parents will have completed the authorised persons section of the Pupil Information Sheet which provides detailed contact information.
- 3.3 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 the Small School by an authorised adult and the staff can no longer supervise the child on our premises – we apply our child protection procedures as set out in our Safeguarding Policy (see section below on uncollected children).
- 3.4 If a child is not collected at the end of the day, the School will follow the procedure below:
  - 3.4.1 The Head of House is contacted to see if any alternative arrangements have been made.
  - 3.4.2 If no information is available, parents are contacted at home and at work (as applicable).

- 3.4.3 If this is unsuccessful, the adults who are authorised by the parents to collect their child from the Small School – and whose telephone numbers are recorded on the Hill House School Pupil Information Form are contacted.
- 3.5 All reasonable attempts are made to contact the parents or nominated carers. The child will not leave the premises with anyone other than those named on the Pupil Information Form.
- 3.6 If no one collects the child after one hour and there is no one who can be contacted to collect the child, we apply the procedures for uncollected children.

#### **4 Procedure for uncollected children**

- 4.1 The Designated Safeguarding Lead will be contacted and action taken in accordance with the School's Safeguarding Policy.
- 4.2 Further action will be taken in accordance with the advice of children's social care.
- 4.3 Under no circumstances are staff to go to look for the parent, nor do they take the child home with them.
- 4.4 A full written report of the incident is recorded in the child's file.
- 4.5 The School reserves the right to charge parents for the additional hours worked by our staff.

<b>Authorised by</b>	<b>Resolution of the Proprietors</b>
<b>Signed on behalf of the Proprietors</b>	<b>William Townend</b> .....
<b>Date</b>	<b>7<sup>th</sup> March 2017</b>

<b>Effective date of the policy</b>	<b>7<sup>th</sup> March 2017</b>
<b>Review date of the policy</b>	<b>7<sup>th</sup> March 2018</b>