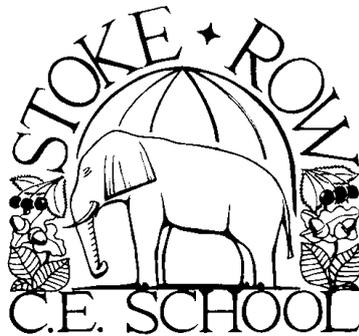


Stoke Row CE School



POLICY ON LATE COLLECTION OF CHILDREN

Document Approval Record

Committee	Finance
Chair of Committee	Kerrie Blaker
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Stoke Row CE School

Late Collection of Children Policy

These policies are all created in line with the Christian foundation of this school which is expressed through our five core values and our view that every child is unique and valued.

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1. Introduction

In the event that a child is not collected by an authorised adult at the end of the school day, the school puts into practice agreed procedures. These ensure the child is cared for safely by members of staff who are known to the child to cause as little distress as possible.

2. Methods

Parents of children starting at the school and all parents every September at the start of the school year are asked to provide specific information which is recorded on our Child Profile in Integris and in an Emergency Contact Folder, including:

- Home address, home telephone number and mobile number – if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.
- Place of work, address and telephone number (if applicable).
- Mobile telephone number (if applicable).
- Names, addresses, telephone numbers of 3 emergency contacts.
- Information about any person who has been denied access to the child by a Court Order.
- Who has parental responsibility for the child.

Parents should ensure that this information is updated whenever necessary so that details held in school are always accurate.

Foundation Class

- On occasions when parents are aware that they will not be at home or in their usual place of work, they inform the class teacher/office of how they can be contacted.

- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they inform the class teacher via the school office. The Foundation Class staff agree with parents how to verify the identity of the person who is to collect their child.
- Parents are informed that if they are not able to collect the child as planned, they must inform the school so that the school can begin to take back-up procedures. The school provides parents with a contact telephone number. The school also informs parents that – in the event that their child is not collected from the school by an authorised adult and the staff can no longer supervise the child on our premises – the school will apply the child protection procedures as set out in the Child Protection Policy.
- If a child is not collected at the end of the session/day, the following actions are taken:
 - The office/ class teacher and e-mails 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 the school – and whose telephone numbers are recorded in Integris and in the Emergency Contact Folder - are contacted.
 - Attempts are made to contact other parents/carers who are known to be friends or neighbours of the child's family for information.
 - All reasonable attempts are made to contact the parents or nominated carers.

KS1 and KS2

- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they inform the school office, giving details of the changed arrangements.
- If a child is not collected at the end of the session/day, the following actions are taken:
 - 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 the school – and whose telephone numbers are recorded in Integris and in the Emergency Contact Folder - are contacted.
 - Attempts are made to contact other parents/carers who are known to be friends or neighbours of the child's family for information.
 - All reasonable attempts are made to contact the parents or nominated carers.
 - In the event that their child is not collected from the school by an authorised adult and the staff can no longer supervise the child on the premises – the school will apply the child protection procedures as set out in the Child Protection Policy.

3. After School Clubs

After 4pm, the school is not able to adequately meet the child protection criteria of ensuring 2 members of staff are on the school premises with the child. So if a child is picked up more than 10 minutes late on 3 occasions from the after school club, the child will no longer be able to attend the club. This exclusion will last the duration of the running of the club, or will be lifted sooner at the discretion of the head teacher. No refund of the cost of the club will be offered.