



# Rushton CE (VC) Primary School

*Happy Learning Together*

[www.rushton.staffs.sch.uk](http://www.rushton.staffs.sch.uk)

## Late Collections Incl Non Collection of Children Policy

Committee	Full Govs
Approved by Governors	March 18
Review Date	March 20
Cycle	2 years

### Late Collection

The school day finishes at 3:00pm. In the event of a parent/guardian being late picking up their child, their teacher will supervise them until 3.10pm. After this time the child will be sent to the Sugar Street Kids Club.

If no message has been received from the parent/guardian explaining a delay they will be contacted. If attempts to contact the legal guardians fail then the emergency contact list is used.

If contact is successful, the parent will be informed that their child is in the after school club and they will be liable for any fees incurred.

If all attempts to contact the legal guardians or emergency contacts fail, then after 30 minutes the head is consulted. If after 1 hour no contact has been made the head will inform the duty social worker of the situation. At this stage the duty social worker takes charge of the situation and decides on the next course of action.

### NON-COLLECTION OF CHILDREN

In the event that a child is not collected by an authorised adult at the end of a day, Rushton School puts into practice agreed procedures. These ensure the child is cared for safely by experienced and qualified practitioners who are known to the child.

### Aim

In the event that a child is not collected by an authorised adult, our staff will ensure that the child receives a high standard of care in order to cause as little distress as possible. Parents will be informed of the procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

### Methods

- Parents of children starting at Rushton School are asked to provide specific information which is recorded on the Registration Form, including:
  - home address and telephone 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 and signatures of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent;
  - information about any person who does not have legal access to the child; and
  - who has parental responsibility for the child?
- On occasions when parents are aware that they will not be at home or in their usual place of work, they must let the class teacher know how they can be contacted, preferably in writing.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, parents must record the name, address and telephone number of the

person who will be collecting their child and give it to the school office. We will 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 staff so that they can begin to implement the back-up procedures. Parents are provided with the contact telephone of school. We also inform parents that - in the event that their children are not collected from school by an authorised adult and the staff can no longer supervise the child on the premises – the safeguarding children procedures are applied as set out in the safeguarding children policy.
- If a child is not collected at the end of the day, our staff will follow the following procedures:
  - Class teachers check for any received 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 school are contacted.
  - All reasonable attempts are made to contact the parents or nominated carers.
  - The child does not leave the premises with anyone other than those named on the 'Authorised collection' form for that child.
  - If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we will apply the procedures for uncollected children.

In extreme circumstances a senior member of staff will contact the:

**First Response Team 0800 1313126**

- The child stays in the Sugar Street Kids Club, in the care of fully-vetted workers until the child is safely collected either by the parents or by a social worker;
- Children's Services will aim to find the parent or relative. If they are unable to do so, the child will be admitted into the care of the local authority.
- Under no circumstances are staff to go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded in the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
- Ofsted must be informed (telephone number 08456 40 40 40).