

Late or Non Collection including EYFS (PG13, ISI E9, WS)

Statement of intent

In the event that a child is not collected by an authorised adult at the end of a session/day, 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.

Aim

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

Method

- Parents of children starting at the setting 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, 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
 - 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 inform us of how they can be contacted and this is recorded in the child's file and diary.
 - On occasions when parents or the person normally authorised to collect the child are not able to collect the child they need to either;
 - For EYFS children, record information in the daily register, or put into writing in the collection book held in the EYFS office details of who will be collecting them. If parents are unable to come into school to complete the book they may telephone. They will be asked for the password which is the child's date of birth or an agreed alternative password.
 - For Prep school children, inform the school office who is to collect.
- 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 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 child protection policy.
- If a Prep School or EYFS child is not collected at the end of the session/day, we follow the following procedures:
 - They attend the after school care and late stay, the child does not leave the premises with anyone other than those named on the Registration form or named in the child collection book/school office.
 - Staff contact the parents.

Location:	Policies\Pastoral Guidelines PG 13 ISI E9 WS			Page:	1 of 2
Last Reviewed:	September 2020	Next Review:	September 2021	Author/Lead:	DH

- **Procedures to follow after 1745**

- If the child remains uncollected after the 1745 the child is taken to the boarding house if it has not been possible to make contact with the parents.
- 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.
- We contact **Hampshire County Council Children's Services 0300 555 1384** or **Fareham Children's Services Department 0845 6004555**. The police may also contact social services and assist in other ways if deemed necessary.
- A Prep School child stays with the Boarding House staff.
- An EYFS child will be accompanied by an EYFS member of staff, in the Boarding House, until the child is safely collected either by the parents or by a social care worker.
- Social care workers 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.
- ISI may be informed 020 7600 0100

Monitoring and Evaluating the Policy

- To review the policy as a whole staff regularly.
- To monitor changes as they occur.
- To discuss the implementation and effectiveness of the policy.

Location:	Policies\Pastoral Guidelines PG 13 ISI E9 VVS			Page:	2 of 2
Last Reviewed:	September 2020	Next Review:	September 2021	Author/Lead:	DH