

**STANFORD IN THE VALE PRIMARY SCHOOL**  
**LATE/NON-COLLECTION OF CHILDREN POLICY**

**AIM**

We aim to provide a safe and caring environment. In the event that a child is not collected or collection delayed, they will be reassured in order to cause as little distress as possible. In the event that a child is not collected by an authorised adult, we put into practice the agreed procedures, unless agreement to walk home alone has been obtained.

**METHODS**

**Late Collection**

- Parents of the children starting school are required to provide specific information which is recorded on the child's registration form and include information about any person who does not have legal access to the child.
- On occasions when parents or the persons authorised to collect the child are not able to do so, such as the child visiting a child's house after school or attending an after school club, they should write the names of the person collecting their child on the board located in the classroom or through a letter to the class teacher.
- On occasions when parents are aware that they will not be at home or at their regular workplace they need to leave alternative contact details with the staff.
- In the event that the parent/carer is running late or has made alternative collection with a friend/relative they should ring the school to advise us of those changes so that both the teacher and child are aware.

If it appears that there have been no alternative arrangements made for the collection of a child by the parent/carer, the school staff should take the following steps:

- Attempt to phone the parents/carers that are given on the child's form.
- Attempt to contact any other adults identified as emergency contacts on file.
- Attempt to contact any others parents/carers who are known to the family to gather information on the child's parents whereabouts.
- All reasonable attempts are made to contact the parents or nominated carers or emergency contacts.
- The child does not leave the premises with anyone other than those named on the registration form and names written that day on the collection board.
- 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.
- The child will remain with the class teacher or teaching assistant, unless running a club and then they will stay with the Head teacher.

**Non-Collected Children**

- Under no circumstances are the staff to look for the parent, nor do they take the child home with them. If there has been no contact made, or no staff available on the premises, telephone the police and give the child's details i.e. name, DOB, address, names of parents/carer's and any other contact details.
- The police are likely to complete a home visit and/or undertake basic enquiries in order to locate the child's parents/carers.
- If the police can not locate an appropriate adult to come for the child, they will notify social and health care via the emergency duty team, who will arrange for the child to be cared for, (possibly with foster carers).
- The police may decide to take the police protection order (PPO) as part of this process.

- The Head teacher should discuss the incident with the parent/carer at the earliest opportunity in order to address the issue and prevent any further incidents.
- If there are two or more such episodes within a six week period, staff should make a referral to social and health care. We contact the local authority, social service department.

Reviewed November 2016  
Next Review November 2018