

## Procedure for the Non-collection of Children

*This procedure is applicable to all children in the school including those in the Early Years Foundation Stage*

Parents are asked to use the following telephone numbers after 4.00pm if they are going to be delayed collecting their children:

Main switchboard	01905 778290
Nursery	01905 790620
After School Club	07747 755327

In the event that a child is not collected by an authorised adult at the end of the day and if no contact can be made with parents or the nominated authorised person the situation will be reported to the member of senior staff on duty and the procedures outlined below will be put into practice to ensure the child is cared for safely by a familiar experienced and qualified adult.

### Background

- All parents are asked to provide specific information including:
  - Home address, telephone number and mobile (if applicable) – if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour's
  - Place of work, address and telephone number (if applicable)
  - Information about any person who does not have legal access to the child.
  - Names, addresses and telephone numbers (EYFS only) of adults who are authorised by the parents to collect their child, for example a childminder, grandparent or friend
- When parents know in advance that they will not be at home or in their usual place of work, they should
  - EYFS [Nursery, Kindergarten & Reception]**  
Record how they can be contacted in the child's daily record book (nursery) or reading record (Reception) or give details in writing to a member of staff who will record it in a secure place
  - School**  
Inform the school by telephone or email and give alternative contact details
- When parents or the persons normally authorised to collect the child are not able to collect the child
  - EYFS**
    - Record the name, address and telephone number of the person who will be collecting their child in the child's daily record book or give details in writing to a member of staff who will record it in a secure place **AND**
    - Agree how the identification of the person who is to collect their child will be verified
  - School**  
Inform the school by telephone or email who will be collecting their child and give details for verification of identity

### In the event of non-collection

- Records are checked for any information about changes to the normal collection routines
- Parents/carers are contacted at home or at work if no information is available,
- If this is unsuccessful, the authorised adults are contacted (see above)
- The child remains in the care of two members of staff until he/she is safely collected
- The child will not be permitted to leave with anyone other than those previously authorised by parents
- If no-one collects the child and the premises are closing or staff are no longer available to care for the child, we will inform the Local Authority Social Services Department (telephone number 0845 6072000); in the case of EYFS children we will also inform Ofsted (telephone number 0845 601 4771) and the local Pre-School Learning Alliance Office/Pre-School Development Worker (telephone number 01527 880333).
- A full written report of the incident will be recorded and depending on circumstances, parents will be charged for the additional hours worked by staff.