



Non-Collection of Children Policy

February 2025

At St Paul's, our welcoming Christian community, accepts and enables all to flourish to achieve their God-given potential. We develop independent and resilient learners, who lovingly respect each other with care and kindness. All are invited to make a difference in the world in which they live following in the footsteps and teachings of Jesus Christ.

"Love your neighbour as yourself." - Luke 10:27

Ratified by the Governing Body: 12th March 2025

Review Date: March 2029

Signed by:

Headteacher

Date: 12.03.2025

Chair of LAC

Date: 12.03.2025

NON-COLLECTION OF CHILDREN POLICY

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.

Methods

- Parents of children starting at the setting are asked to provide specific information which is recorded on our data collection 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;
 - names, addresses, telephone numbers of adults who are authorised by the parents to collect their child from the school, for example a grandparent, other family member or childminder;
 - 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 can let the school office know 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 will need to let the school office know the name, address and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child with the use of a password system. All passwords are recorded on the data collection form.
- 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 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 in line with safeguarding practice.

- If a child is not collected at the end of the session/day, we follow the following procedures:

- The class teacher will check with the school office 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 setting – and whose telephone numbers are recorded on the data collection form – 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 data collection form, unless permission has been given by parents for another arrangement.

- 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 SCASS.

- The child stays at Kids Club or the library until the child is safely collected either by the parents or by a social worker;

- Social 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 on MyConcern.

- Depending on circumstances, we reserve the right to charge parents for time in Kids Club and any additional hours worked by our staff.

- Ofsted may be informed.