

14b Preps and Pre-Preps (EYFS and KS1) Uncollected Child Policy

Policy statement

In the event that a child is not collected by an authorised adult at the end of a school day, we will put into practice agreed procedures. These ensure that the child is cared for safely by an experienced and qualified practitioner. We will ensure that the child receives a high standard of care so that they are healthy, safe and secure. We work in partnership with parents/carers and inform them of our procedures so that if they are unavoidably delayed, they will be reassured that their children are properly cared for.

Equality Statement

At St Augustine's Priory, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected with the school feel proud of their identity and able to participate fully in School life. To that end, we embrace the RADIO toolkit to equip all members of our community with the skills to participate in building a respectful culture.

Procedures

Parents of children starting school or nursery are asked to provide the following specific information which is recorded on our Registration Form:

- Child's full name and date of birth
- Names and address of every parent and/or carer who is known to us
- Home address and telephone number
- Place of work and work telephone number for each parent (if applicable)
- Mobile telephone number for each parent (if applicable)
- E-mail address for each parent (if applicable)
- Emergency contact details for parents and/or carers
- Two additional emergency contacts – name, relationship to child, contact telephone number
- Names, telephone numbers and relationship to child of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent.
- Name (and information about any other person who has parental responsibility for the child)
- Which parent(s) and/or carer(s) the child normally lives with
- Information about any person who does not have legal access to the child.

We provide parents with our school contact telephone number and email address and After School Club contact numbers. On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us in writing of how they can be contacted. We ask parents to introduce us to people who are authorised to collect their child on a regular basis or to provide a photograph in advance.

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they provide us with written details of the name of the person who will be collecting their child. We agree with parents a means of verifying the identity of the person who is to collect their child. If we are unsure of the identity of the person who is collecting, we would speak to the parent on the telephone and

then we would confirm with the parent that the person is who they claim to be or use an agreed password before releasing a child into an adult's care.

On occasions where after school activities have to be cancelled at short notice, we inform parents as soon as possible. If parents are unable to come and collect their child, we arrange for them to go to After School Club.

After school, pupils are released by their Form Teacher to their parent/carer, a sibling in the Seniors or a pre-authorised adult. Parents must give advance permission for their child to be collected by someone other than a-parent/carer and provide contact details and a photograph.

We will only let children go home with parents or named people for whom the parents have given information and written permission to collect their child. In line with NSPCC guidance, parents are advised that a sibling in the Seniors should be 14 years or older to collect pupils from Years 1-6 and each decision is evaluated on a case-by-case basis. Children in EYFS must be collected by an adult 18 years or over.

If the school has a concern about any person who is nominated to collect a child, we will always raise this with the parents and may refuse to hand the child over to them. In exceptional circumstances, we will accept verbal permission from a parent for another person to collect their child over the telephone. We ensure that children do not leave the school premises unsupervised.

We appreciate that sometimes it may be difficult for parents to arrive at school in order to collect a child on time. If a parent knows that they are likely to be late, we request a telephone call to school to inform us. Prep and Pre-Prep staff will look after children until 3.50pm after the end of the school day. If pupils are not collected by 3:50pm, they are taken to the After-School Club where they will remain until collected by their parent/carer. We will provide the After-School Club with significant information –e.g. whether the child has allergies, dietary requirements or additional needs. The After-School Club is registered with OFSTED and can take children from Nursery age (Pre-Prep) onwards. This does not include 'rising 3s'. After School Club staff can make contact with parents if needed via the school Reception. All reasonable attempts are made to contact the parents or nominated carers. We make enquiries and try to contact parents by telephone to let them know that their child is in After School Club.

If a child is uncollected from the After-School Club, After School Club staff will make all reasonable attempts to contact parents or nominated carers by telephone. If they are unable to contact the parents, they will try to make contact with other named persons on the child's contact list. If they are unable to arrange for someone on the child's contact list to come and collect the child, they will contact the police and ECIRS and act on their advice. The child will be supervised during this time under the care of two members of staff. The member of the school SLT who is on duty that day will be informed that the child has not been collected from After School Club and will liaise with ASC staff. Under no circumstances will staff go to look for the parent, nor do they take the child home with them.

Documents Referred to:

Statutory Framework for the Early Years Foundation Stage –November 2024