

St Christopher's CE Primary School



Non or Late Collection Policy

POLICY TYPE	NON-STATUTORY
OWNER	RESOURCES
APPROVING COMMITTEE	RESOURCES
REVIEW EVERY	7 YEARS
APPROVED BY	
POSITION	
DATE	6 th January 2014

VISION STATEMENT

'Our vision is for every child to reach their full potential within a stimulating, healthy and safe environment.

We will ensure that every child has the skills to grow into a confident and happy adult through the guidance of Our Lord, Jesus Christ.'

St Christopher's CE Primary School has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect the Christian ethos of our school.

INTRODUCTION

St. Christopher's school usually ends at 15.15 daily; where this changes (for example, due to after school activities or early closing), the time will be advised. Parents must pick up at this time. If a parent is unavoidably delayed due to circumstances beyond their control they should make all efforts to contact St. Christopher's directly.

In the event that a child is not collected by an authorised adult, we will ensure that the child is cared for in order to cause as little distress as possible. Parents will be informed of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

PROCEDURES

Parents of children starting at St. Christopher's 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's or close relative;
- Place of work, address and telephone number (if applicable);
- mobile telephone number (if applicable);
- names, address, telephone numbers and signatures of adults who are authorised by the parents to collect their child from St. Christopher's, for example a child minder or grandparent;
- information about any person who does not have legal access to the child. information; and
- who has parental responsibility for the child?

PLEASE ADVISE THE SCHOOL OF ANY CHANGE OF INFORMATION IMMEDIATELY

On occasions when parents are aware that they will not be at home or in their usual place of work, they should inform us how they can be contacted.

Parents are informed that if they are not able to collect the child as planned, they must inform staff so that they can begin to implement the back-up procedures.

If a child is not collected at the end of the day, our staff will follow the following procedures:

- Parents are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from St. Christopher's - and whose telephone numbers are recorded on the Registration 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 Registration Form.
- Times of late collections will be noted.
- Under no circumstances will staff go to look for the parent, nor will they take the child home with them.

If the child has still not been collected and no contact has been made with the child's parent(s) or carer(s) by 1½ hrs after the end of day, the Head teacher or person with designated responsibility should telephone the police. If the child is known to the assessment team, contact should also be made with the child's allocated social worker or the emergency duty social worker if it is out of normal office hours. (See Appendix A for contact details)

When telephoning the Police/Assessment team, the following information should be provided:

- Brief circumstances of incident
- Child's details
 - Name(s)
 - date of birth
 - address
 - gender
 - ethnicity
 - religion
 - language spoken
 - special dietary needs
 - SEN/behavioural difficulties/medical needs
- Parent/carer/alternative carer details
 - name(s)
 - address(es)
 - home/work/mobile telephone number(s)
- Any current or previous child protection concerns

- Any previous incidents of not being collected from school

The police/assessment team will give advice and may carry out appropriate checks and make further attempts to contact the parent/carer. If the family is known to the assessment team and there are any concerns about the welfare of the parent/carer, the assessment team will ask the local police to visit the home address.

If an appropriate relative or carer is located, he/she will be asked to ensure that the child is collected from the school.

If at this stage, the police cannot locate an appropriate adult to come for the child or there is a genuine reason why the relative or carer is unable to do this, the police will notify the assessment team via the Emergency Duty Team (EDT) who will arrange for the child to be taken to a place of safety e.g. a temporary foster carer. The police may decide to take a Police Protection Order (PPO) as part of this process. They will notify the school of the child's placement and provide contact details as appropriate.

APPENDIX A - CONTACT TELEPHONE NUMBERS

School Tel	01367 860318
Education Social Work Service Tel	01993 776703
Children and families assessment team	01865 816670
Emergency Duty Team	01865 816670
Police (Child Abuse Investigation Team)	01865 335200