



## **Collection Of Children Policy & Arrangements If A Child Is Not Collected**

### **Aim**

To ensure the safe handover of pupils to known persons, and arrangements for a child that is not collected.

### **Policy**

- All pupils must be handed to parents/guardians. If a child is to be collected by another person, the school requests that permission is given by the parents either verbally or written.
- The school will not allow children to leave with unauthorised persons and makes this clear in the parent's handbook.
- The school will hold the child and will make phone calls to parents to request permission if this has not been given.
- The Pre-school at Mill House offers flexible sessional care. There are a number of collection times through out the day. The main collection times are 1pm and 6pm (end of Pre-school sessions). Due to parents' commitments, we understand that there will be times where children will be collected outside of these times, but within the school day - 7.30-6. We request that should this be the case; parents notify their child's key person.
- Should children have remained on their original contracts during the transitional phase, the collection times may also include 11.30 am and 2.30 pm.
- Children are to be collected promptly by parents eliminating any anxiety for the child and for staff to start the next session or tidy up.

- If a child is not collected at the end of the session, they will access the next session. Arrangements will be made to provide adequate staff in line with staff/child ratios as set out in the EYFS statutory guidelines.
- Parents must inform Pre-school Staff if anyone other than themselves will be collecting their child. All pupils must be handed to parents/guardians. If a child is to be collected by another person, the school requests that permission is given by the parents either verbally or written. Staff should write a note on the white information board in Mill House, communicating this information to the rest of the team. From time to time parents are held up; in this situation we request that parents' phone to inform staff. If staff are, unsure a phone call will be made to confirm any collection arrangements.
- At the end of the Pre-school session, parents are asked to wait with a member of staff, until their child is brought to them. All drop off's and collections are through the main conservatory entrance.
- Fees will apply to any additional care accessed if children are not collected as booked.
- If parents/carers are unavoidably held up, staff must reassure the child as this situation can be unsettling for some children.

#### When A Child Is Not Collected

- If a child is not collected after one hour of their planned collection time for that day, and every attempt has been made to contact parents/carers and emergency contact person, staff will inform the Nursery Manager or Head of Junior School or member of Senior Leadership Team. The Local Authority Children's Social Care Team will be contacted.
- The child will stay in the setting and be fully supervised and cared for until collected by either parents/carers or social care.
- Social Care will aim to find the parents/carers or relatives. If they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances should staff go and look for parents/carers, nor do they take the child home with them.

- A full written report of the incident will be recorded on the child's file.
- Depending on circumstances, we reserve the right to charge parents for additional hours worked by staff for care beyond 6pm.

**Children's Social Care Contact Details**

Customers Services Centre  
and  
Emergency Duty Team (out of hours) - **01609 780780**.

**Reviewed by:** C B Shuttleworth, Nursery Manager

**Review period:** Annual

**Updated:** April 2019

**Next review date:** April 2020