



**ST CHRISTOPHER'S SCHOOL**  
**(including the EYFS, Before and After School Care)**

**Non-Collection of Pupils Policy**

**Statement of Intent**

The governors and staff of St Christopher's School fully recognise the contribution they make to safeguarding and promoting the welfare of children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our pupils from harm and recognize the need to provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of the individual child.

**Aim**

In the event that an authorised adult does not collect a child from the end of the school day or session, we will ensure that the child receives a high standard of care from an experienced and qualified practitioner 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 child/children will be properly cared for.

**Procedures**

- The parents or carers of the children at St Christopher's School are required to fill in a registration and entry form prior to starting and are requested to provide specific information including:
  - Home address and if possible two telephone number (such as mobile/work/home).
  - Details of at least two contacts for emergency purposes
  - The names and telephone numbers of adults who are authorised by the parents to collect their child, for example a childminder or grandparent
  - Information regarding any person who does not have legal access to the child.
- On occasions when the parents or the usual authorised person is unable to collect the child, they must record the name of the person who will be collecting their child in the home/school contact book and ensure that the class teacher and or main office has details of the person.
- Parents should agree with their child's class teacher how the identification of the person who is to collect their child will be verified.
- Parents are informed that if they are not able to collect their child as planned, they must inform the school immediately so that arrangements can be made for them to attend After School Care and will be charged at the appropriate rate.
  
- If no contact is made with the school by the parents or carers by 3.25pm the class teacher will

- Check the collection sheet for any information about changes to the normal collection routines
- If no information is available, the parents or carers will be contacted at home or work
- A member of staff will make arrangements for the child to attend After-School Care whilst the child waits for their parent or carer to arrive

Parents are informed that in the event of their child not being collected by an authorised adult and the staff are no longer able to supervise the child on the premises, emergency procedures will be applied as follows:

- Staff will continue to make every effort to contact parents or carers at home or work
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from school and whose telephone numbers are recorded on the database will be contacted
- If this is unsuccessful and staff are no longer able to supervise the child on school premises, the Local Authority Social Care will be contacted and the school will follow the guidelines and procedures requested.
- A full written report of the incident will be recorded.

When the school office closes at 4pm, the telephone number to contact our Owls after-school service is 01372 846988.

Signed *H Crossley*  
Mrs H Crossley  
Chair of Governors

Signed *A C Thackray*  
Mrs A C Thackray  
Headteacher

Reviewed: February 2020

Previous Review: February 2018

Next Review: February 2022

Reviewed February 2020