



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 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 3.15pm for Nursery and 3.30pm for Reception, Year 1 and Year 2 the office will
 - Check the collection sheet for any information about changes to the normal collection routines
 - Inform the Headteacher

- 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 there is no answer, office staff will begin to call the emergency numbers for this child. During this time, the child will be safely looked after by the School.
 - The School will look after the child safely throughout the time that they remain under the School's care, until such a time as they have been collected by a parent, guardian or carer, or until appropriate alternative care arrangements have been made with Social Care.
 - If there is no response from the parents' or carers' contact numbers or the emergency numbers within a half hour period or when the premises are closing, the Headteacher will contact the local authority Social Services Department. Social services will aim to find the parents, a relative or other named contact for the child, and, if they are unable to do so, the child will be admitted into the care of the local authority.
- A full written report of the incident will be recorded.
 - The School's DSL will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or acceptable reason, or where there are repeated incidents.
 - If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's safeguarding and child protection policy and procedures.
 - If regulations so require, ISI will be informed of the incident

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

Signed *K Park*

Mrs K Park
Chair of Governors

Signed *A C Thackeray*

Mrs A C Thackeray
Headteacher

Reviewed: February 2022

Previous Review: February 2020

Next Review: February 2024

Reviewed February 2022