



## Failure to Collect a Child Policy

<b>Policy Owner:</b>	Lynsey Briddock, Head Teacher
<b>Approver:</b>	Stamfordham Primary School Governing Body
<b>Effective date:</b>	September 2023
<b>Next Review date:</b>	September 2026

### Intent

Stamfordham Primary School keeps up-to-date records and contact details of the adults involved in the care of the children attending. These are used to ensure children can be safely collected at the end of the session and at other times when necessary. Systems are in place to ensure that children cannot leave the premises without an authorised adult and that children are properly cared for in the event of a delay to their collection at the end of a session. These ensure, if possible, that the child is cared for safely by an experienced and qualified practitioner who is known to the child.

### Aim

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care 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 children will be properly cared for.

### Procedures

All parents/carers of children are asked to provide specific, written information, including:

- home address and telephone number
- place of work, address and telephone number (if applicable).
- mobile telephone numbers.

- names, addresses, telephone numbers of adults who are authorised by the parents/carers to collect their child from Stamfordham Primary School.
- information about any person who does not have legal access to the child.
- On occasions when parents/carers or the persons normally authorised to collect the child are not able to collect the child, they must verbally inform a staff member of the alternative arrangement. If the person collecting the child has not been met before by the staff, a password must be given to staff, which will be requested from the person allocated to pick up the child. This information will be given to all staff. Even if we *know* the person who says they are here to collect the child, we will not let that child go unless permission has been given by the parent/carer – unless they are on the ‘authorised list’.
- Parents/carers are informed that if they are not able to collect the child as planned, they must inform us as soon as they are able. We provide parents/carers with our contact telephone number. We also inform parents/carers that, if their children are not collected by an authorised adult and the staff can no longer supervise the child in our premises, we apply our safeguarding procedures as set out in our safeguarding policy.
- If staff have concerns that the person collecting the child/ren to be under the influence of alcohol or drugs or in any other way unsuitable to collect children, then they will apply our child protection procedures as set out in our child protection policy.

**If a child is not collected at the end of the session/day, we follow these procedures:**

- Parents/carers are contacted at home or at work;
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from Stamfordham Primary School, are contacted and all reasonable attempts are made to contact the parents/carers.
- the child stays at Stamfordham Primary School in the care of two members of staff until the child is safely collected, if possible. If only one staff member is able to stay, that person will try to arrange to care for that child alongside another member of staff working in school or the headteacher. The child is not permitted to remain just with one adult.
- the child does not leave the premises with anyone other than an authorised adult.
- if no one collects the child and the school is closing, or staff are no longer available to care for the child, we apply the procedures set out in our Safeguarding Policy. We contact our local authority social services team (01670 536400) and inform OFSTED (03001231231).
- a full written report of the incident is recorded.

If any concerns regarding the suitability of the person collecting the child (age, medically fit, alcohol etc) are raised, the Stamfordham Primary School Leader MUST be made aware as soon as possible. Our policy is to only release children into the care of a responsible adult. We have the right to refuse access to the child in these circumstances and parents/carers must immediately be made aware of the situation following the procedures above.

