



# Hunnyhill Primary School

Date of Review	March 2020
Next Review Due	March 2022
Staff Responsibility	Headteacher
Notes / Source	
Signed by Chair of Governors	<i>P Stevens</i>

## Non-collection of child procedure

### Aims

The aim of this policy is to clarify the procedure for staff and parents should a child not be collected from school. A child who is not collected will always be cared for by appropriately trained and checked members of staff until collection is arranged.

### Procedures

#### Starting School

When children start at Hunnyhill Primary School parents and /or carers (thereafter referred to as 'parents') will be asked for contact information. This will include:

- Home address and telephone number. If no home telephone number is available then a nominated relative or neighbour's telephone number must be given.
- Place of work address and telephone number. (Both parents if applicable)
- Mobile telephone number. (Both parents if applicable)
- Names, addresses, telephone numbers and signatures of any adults nominated by the parents to collect the child from school.
- Information about any person who is denied legal access to the child. (You may need legal documentation to verify this.)
- The names of who has parental responsibility for the child.
- If parents are routinely not at their contact numbers during the time the child is at school then this information will also need to be recorded on the information sheet.

This Information is stored securely in the School Office which is locked at night and when unattended. It is only accessed by staff who need to know.

#### When a Child is not collected

Hunnyhill Primary School teaches until 3pm. A child is expected to be collected by 3.10pm unless they are prebooked into Jigsaw After-School Club or are attending a previously arranged activity.

Steps to be followed:

1. Child stays with class teacher in classroom until 3.10pm
2. After 3.10pm the teacher will inform the Headteacher or Deputy Head of the non-collection either by using the in-house phone or by walking with the child to the office area. At no time will the child be left unattended.
3. The Headteacher will then decide suitable temporary care arrangements for the child. At no time will the child leave the premises even with a member of staff.
4. A log of time and actions will then be started. See Appendix 1.
5. The Headteacher or teacher if designated to do so, will then retrieve the contact information and call the parents and/or designated adults until an answer is obtained. The time and calls will be logged.
6. If an answer is obtained then a time for collection will be arranged with either a parent or designated adult. A password will be issued and directions for point of collection. This is usually the school office. This information will be logged.
7. If no answer is obtained then the Headteacher, or teacher if designated to do so, will call the necessary Authorities.
8. The child will stay with two members of staff until collected by either, parents, nominated adult or Social Services. This information will be logged.
9. At no time will the child be made aware of their situation being the cause of concern. All steps will be taken to reassure an upset child.
10. A full written report of the incident will be compiled and, along with the incident log sheet, stored securely in the School Office.

**NON-COLLECTION OF CHILD – LOG SHEET**

<b>Child's Name</b>	<b>Class</b>
<b>Teacher's Name</b>	<b>Date</b>

	<b>TIME</b>	<b>ACTION</b>
Reported to Office		
Calls made to		
Social Services		Yes / No
Password issued		Yes / No
Password		
Child collected		Yes / No
Collected by whom?		
Any other comments:		
Cost incurred by school		£
Sum Paid?		Yes / No
Invoice sent by SBM		Date:
Invoice paid		Date:

Signed .....

Print Name .....