




Hunnyhill Primary School

Date of Review	February 2024
Next Review Due	February 2026
Staff Responsibility	Headteacher
Notes / Source	
Signed by Chair of Governors	

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 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 will 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 Sims Management programme.

When a Child is not collected

Hunnyhill Primary School teaches until 3:10 EYFS & Year 1/3:15pm Year 2 to Year 6. A child is expected to be collected at 3.10/3:15pm unless they are prebooked into After-School Club or are attending a previously arranged activity.

Steps to be followed:

1. Child stays with class teacher in classroom until all the class has been dismissed. The teacher will then take the child to the school office and wait with the child.
2. The teacher will inform a member of admin that they child has not been collected and will call the child's contacts in order on Sims.
3. If parents or other contact cannot be contacted the teacher will inform the Headteacher or Assistant Head. At no time will the child be left unattended.
4. 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.
5. A log of time and actions will then be started. See Appendix 1.
6. The Headteacher or teacher if designated to do so, will then try and call the contacts for the child again. The time and calls will be logged.
7. 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 if the parents has sent a designated unknown adult.. This is usually the school office. This information will be logged.
8. If no answer is obtained then the Headteacher, or teacher if designated to do so, will call the necessary Authorities.
9. The child will stay with two members of staff until collected by either, parents, nominated adult or Social Services. This information will be logged.
10. 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.
11. 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

Child's Name		Class
Teacher's Name		Date
	TIME	ACTION
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