

Review date: September 2023  
Next review: September 2024  
Responsibility: MW

# Bishop Challoner School



## Non-Collection of Child Policy



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### Non-Collection of Child Policy

*As a school providing EYFS education for pupils, the contents of this policy should also be considered in this context.*

**This policy also applies to Breakfast Club and any after-school or extra-curricular activities arranged by the school.**

The welfare of all of our children at Bishop Challoner School is our paramount responsibility. A child who is absent from education, particularly on repeat occasions, is a potential indicator of abuse or neglect, including sexual exploitation and so called 'honour based' violence. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. Every member of our staff who works with children has read Part 1 of Keeping Children Safe in Education. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.

In the event that a child is not collected by an authorised adult at the end of a session, the school puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

The school aims to 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 child will be properly cared for.

On admission to the school parents are asked to complete a registration form with specific information which includes:

- 1) Home address and telephone numbers – landline and mobiles
- 2) Place of work and telephone number
- 3) Emergency contact names and telephone numbers
- 4) Who has parental responsibility for the child/ren

On occasions when the parents are aware that they will not be at home, at their usual place of work, or where another person will be collecting their child, they are asked to email the office giving full information.

Parents who are not able to collect their child as planned, must inform the school office without delay so that we can make necessary arrangements to look after their child until an authorised adult arrives. Staff do not allow a child to leave the premises with an adult who is not known to them, or whom they have not been informed of.

**Procedure for uncollected children:**

We have a duty of care to any uncollected child at the end of a session, until that child is collected. If a child is uncollected at the end of the school day he/she will go to the After School crèche (Rec to Y3) and the parents will be charged for one session or to Homework club (Y4 – Y6). The office staff will try and make contact with the parents.

If a child is not collected at the end of the school day/session, the following procedures will be followed:

- 1) All information regarding normal collection routines will be checked by the Class Teacher, School Office, Early Years Co-ordinator, Heads of Key Stages 1 and 2 or the Deputy Headteacher.
- 2) Parents will be contacted using the information provided on the registration form.
- 3) Should the school be unsuccessful in contacting the parents, information from details provided to the school will be used to contact an authorised adult as named by the parents.
- 4) All reasonable attempts will be made to contact parents or nominated carers. The child will not be allowed to leave the school with anyone other than those named on the admissions records.
- 5) The child will be cared for by staff in the After School Crèche facility until they are safely collected. The school office will continue to attempt to contact the child's parents until 5.30pm.

If there is no contact from the parents or nominated carers, the school will apply the following procedures:

**Procedure for uncollected children past 6pm**

- 1) If a child is not collected by 6pm, SLT should be notified.
- 2) A member of SLT will contact the Social Services Department:

Children's Social Care – 0208 461 7379/7404

If there is no response from the parents' or carers' contact numbers or the emergency numbers until 6pm, a member of SLT will contact the Bromley Social Care Duty Officer to make emergency arrangements for the child. We will make a full written report of the incident.

We undertake to look after the child safely throughout the time that they remain under our care.

- 3) Social Services will endeavour to find or make contact with the parents or relatives, but if this is not possible, the child will be admitted into the care of the local authority.

4) Staff from the school will not take the child home with them.

5) A full report of the incident will be placed on the child's file.

### **Records of Uncollected Children**

A record will be kept of children who are persistently not collected within a reasonable time. This will note the date, the time the child was collected, who collected the child and the reason given.

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 good 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 policy and procedures detailed in its staff behaviour and safeguarding policy.

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