



## Arrangements for the Non Collection of a Child

This policy applies to all pupils and staff of Abbot's Hill, including EYFS.

In the event that an authorised adult does not collect a child at the end of the School Day or a Nursery session then the following agreed procedures will be put into practice. These ensure that an experienced, qualified adult who is known to the child cares for the child's safety.

In the event that an authorised adult does not collect a child, we will ensure that the child receives a high standard of care in order to cause as little distress as possible.

Parents are informed of our procedures so that, if they are unavoidably delayed, they are reassured that their child will be properly cared for.

### 1. Procedures

- 1.1 Parents of children at Abbot's Hill School are asked to provide specific information which is recorded on our registration form, later transferred to our school database SchoolBase/Kindersoft, including:
  - Home address and telephone number, including mobile phone numbers as applicable
  - E mail address
  - Names, addresses and telephone numbers of adults who are authorised by the parents to collect their child, for example grandparents, Au pair, nanny
  - Information regarding any person who does not have legal access to the child.
  - Emergency contact details.
- 1.2 On occasions when the parents are aware that they will not be at home or in their usual place of work, they inform school of how they can be contacted.
- 1.3 On occasions when the parents or the normally authorised person is unable to collect the child, or has arranged for the child to be collected by someone else school will be informed of this arrangement. For children in the earliest years, especially those in EYFS, an agreement between school and the child's parents will be reached as to how the person collecting will be identified and this verified, this arrangement will include the use of an agreed password which in the case of children in the Nursery will be given by the Nursery Manager and the use of photo ID.
- 1.4 Parents are informed that if they are not able to collect their child as planned they must inform school, at the earliest opportunity, and instruct school as to the alternative arrangements which they have made. This should be done by telephone, email or in writing.
- 1.5 Parents are also informed, that in the unlikely event, that a child is not collected by an authorised adult and staff are no longer able to supervise a child at school we apply our Safeguarding and Child Protection Policy.

1.6 If a child in EYFS is not collected at the end of the session/day, we follow the procedure in the Parent Handbook which is as follows:

- The daily log is checked for any information about changes to the normal collection routines.
- If no information is available the school office is contacted for any changes which may have been telephoned or emailed at the end of the day.
- Parents are then contacted at home or work to check what has happened. Depending on the outcome of this conversation the child will remain in their usual room under the care of a member of staff or, in the case of the Reception pupil, with a member of the EYFS team or be taken to After School Care to await collection.
- If this is unsuccessful the adults who are authorised by the parents are contacted.
- If there is no response from all contact numbers then the Head of Prep (outside of term time the Nursery Manager) is informed and she will take a further decision, in serious cases in consultation with the Head, as to the next course of action.
- The Nursery Manager and Head of Prep will always be informed if a child has not been collected as expected and no contact has been made with the parents by 6.40pm.
- If no one collects a child and we are no longer able to care for the child, we would refer to our Safeguarding Policy and contact our local authority social services department, following the guidelines and procedures of the policy.
- If, in the case of an EYFS child, no contact has been made by 7.00pm then staff will contact the Local Children's Services.

1.7 For older children within the Prep School

- The child's message folder and study diary would be checked for details of a change in the usual routine.
- If no information is available the school office is contacted for any changes which may have been telephoned or emailed at the end of the day.
- Parents are then contacted at home or work to check what has happened. Depending on the outcome of this conversation the child will be taken to Prep or After School Care, as appropriate to the age of the child, to await collection.
- If this is unsuccessful the adults who are authorised by the parents are contacted.
- If there is no response from all contact numbers then the Head of Prep is informed and she will take a further decision, in serious cases in consultation with the Head, as to the next course of action.
- If no one collects a child and we are no longer able to care for the child, we would refer to our Safeguarding Policy and contact our local authority social services department, following the guidelines and procedures of the policy.

1.8 For pupils in the Senior School

- If a Senior School Pupil is not collected as expected they will report to Reception and be supervised until parents arrive
- If not collected by 7pm Reception will contact the Deputy Head for advice

### **Signed**

Issue Date: November 2017

Review Date: November 2020 or earlier if major legislative change



Mrs Kathryn Gorman  
**Head**