

## STROUD SCHOOL: NON-COLLECTION OF CHILDREN

This policy is applicable to all children including those in the EYFS

In the event that a child is not collected by an authorised adult at the end of the school day 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.

### 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

- 1 Parents of children starting at school are asked to provide specific information which is recorded on our database, including:
  - Home address and telephone number
  - Place of work telephone number (if applicable)
  - Mobile telephone number (if applicable)
  - Names, addresses and telephone numbers of adults who may be contacted in an emergency
  - Information about any person who does not have legal access to the child.
- 2 On occasions when parents are aware that they will not be at home or in their usual place of work, they inform the school office by telephone or in writing.
- 3 On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they advise the school office by email or telephone call, about the name and relationship to the child of the person who will be collecting them.
- 4 Parents are informed that if they are not able to collect the child as planned, they must phone the office so that we can begin to take back-up procedures.
- 5 Parents will inform the form tutor if their child is going home with another child on a planned playdate.
- 6 If a child is not collected at the end of the day, we follow the following procedures:
  - If a child has not been collected after **15 minutes** parents/carers are contacted at home or at work
  - If this is unsuccessful **after 30 minutes**, the adults who are authorised by the parents to collect their child from school – and whose telephone numbers are recorded on the Registration Form – are contacted
  - If the child stays at school and it is after 4.30pm Pre Prep children go into tea and it is placed on the register and charged for that evening. Middle and Senior School pupils go to prep.
  - The child does not leave the premises with anyone other than those authorised by the parent
  - A member of staff will remain with the child until he/she is collected.
  - If the child has not been collected **after an hour** (following prep or pre-prep tea) and no other authorised adult can be contacted, children's services should be contacted.