



POCKLINGTON CE (VC) INFANT SCHOOL

Collection / Non Collection Policy

Date Reviewed:	22/11/2023
Date Due for Review:	November 2026
Contact Officer:	Dr Lynn Bartram
Approved By:	Governors

Guidance

On admission to school parents are asked to complete specific information regarding contact information, emergency contact details and information about those authorised to collect their child.

School staff will hand children over only to someone authorised to collect them. The school maintains the list of adults authorised to regularly collect each child and it is the responsibility of the parents to ensure that this remains up to date and includes the name of any family member, childminder, friends or other school parents whom the parent wishes to authorise to collect on their behalf.

Any one off changes to these arrangements must be communicated to staff at the time the child is dropped off at school or via school office. The full name of the person collecting and a password should be obtained. The school does not release children to anyone under the age of 18 unless they are the parents of the child.

Parents must inform the school of any circumstances in which someone has a restriction placed on them in respect of legal access to their child.

In the event that a child is not collected by an authorised adult at the end of the session the school puts into practice agreed procedures. These ensure that the child is cared for by an experienced and qualified member of staff known by the school. We will take every step to ensure the child receives a high standard of care to cause as little distress as possible. We inform parents of these procedures so that, if they are unavoidably delayed, they will be reassured that their child is properly cared for.

Procedures

On admission parents are asked to provide specific home, work and emergency contact information and to ensure that this remains current. When someone other than a parent is nominated to collect a child, the school agrees with parents how to verify their identity (usually a password).

Parents are informed that, if they are not able to collect their child as planned they must inform the school office (01759302699) without delay so that we can make necessary arrangements to look after their child until an authorised adult arrives.

If a child is not collected by the expected time at the end of their normal session, the following procedure will be followed:

- All information regarding normal collection routines will be checked by the class teacher in consultation with the office.
- Parents will be contacted using the contact information provided on admission and as subsequently amended.
- Should the school be unsuccessful in contacting the parents, the school will attempt to contact the next person in the child's contact information. All reasonable attempts will be made to contact parents or nominated carers.
- The child will not be allowed to leave the school premise with anyone other than those for whom the school has received written or verified verbal authorisation.
- If there is no contact from the parents or nominated carers after 45 minutes, the school will apply the procedures for uncollected children.

Procedure for uncollected children

If there are serious concerns that a child has not been collected, the local authority Social Services department will be contacted.

- The child will stay at school with 2 members of staff, one of whom will normally be a member of the school's leadership team.
- Social Services / Police will aim to find the parents or relative and, if they are unable to do so, the child will be admitted in to the care of the local authority
- Staff from the school will not look for the parent, take the child home, or take the child to their own home.
- A full report of the incident will be recorded on CPOM's and the child's file.

This policy complies with The Statutory Framework for the Early Years Foundation Stage 2023.