



**ODST**  
Oxford Diocesan  
Schools Trust

# Bampton CE Primary School and Nursery

*Learning together with Respect, Friendship and Perseverance*



## *School Vision Statement*

*We aim to enable all children to reach their full potential, embrace Christian values and prepare themselves to be learners for life.*

<b>Title of Policy</b>	<b>Non Collection of Children Policy</b>
<b>Date Adopted by the Governing Body</b>	<b>March 2018</b>
<b>Review Date</b>	<b>March 2020</b>
<b>Signed by the Chair of Governors</b>	

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.

Procedures:

On admission to the school parents are asked to complete specific information which includes

- Home address, landline and mobile telephone numbers. They are also asked to provide the school with an alternative telephone number of possibly a neighbour, relative or close friend.
- Place of work, address and telephone number (if applicable)

The above information is collected thereafter on an annual basis

- Names, addresses, telephone numbers of adults who are authorised by the parents to collect their child from School, for example a child minder or grandparent.
- Information about any person who does not have legal access to the child; and
- Who has parental responsibility for the child.

On occasions when the parents are aware that they will not be at home or at their usual place of work, they email, phone or write to the class teacher/school office. On occasions when parents or the persons normally authorised to collect the child are not able to collect the child they record the name, address and telephone number of the person who will be collecting their child in an email, by telephone or letter to the class teacher. The school agrees with the parents how to verify the identity of the person who is to collect their child. For a regular arrangement, parents will have completed the contact sheet on admission to Bampton CE Primary School, which provides detailed contact information.

Parents are informed that if they are not able to collect their child as planned, they must inform us 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 at the end of the school day, the following procedures will be followed

- All information regarding normal collection routines will be checked by the class teacher, school office, Deputy Head or Head Teacher
- Parents will be contacted using the information provided on admission/annually to Bampton CE Primary School
- 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.
- If by 3.30p.m. an authorised adult is unable to collect the child they will be taken to After School Club and looked after there until collected. The Parent/Carer will be charged for the cost of this session.
- After School Club will be made aware of who is expected to arrive to collect the child.

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.

If there is no contact from the parents or nominated carers after an hour, 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 two members of staff, one of whom will be the Head or Deputy head teacher.
- Social services will aim to find the parents or a relative and if they are unable to do so, the child will be admitted into the care of the local authority
- Staff from the school will not look for the parent, or take the child home with them
- A full report of the incident will be placed on the Pupil Assessment File
- Ofsted may be informed of the incident

#### **Non collection of children from Extra-Curricular After School Club**

If a child is not collected at the end of an extra-curricular after school club, the following procedures will be followed

- All information regarding normal collection routines will be checked by the club leader, school office, senior leader or Head Teacher
- Parents will be contacted using the information provided on admission/annually to Bampton CE Primary School
- 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.
- If an authorised adult is unable to collect the child, they will be taken to After School Club and looked after there until collected. The Parent/Carer will be charged for the cost of this session.
- After School Club will be made aware of who is expected to arrive to collect the child.

#### **Non collection of children from the Extended Hours After School Club**

If a child is not collected at the end of after school club, the following procedures will be followed

- All information regarding normal collection routines will be checked by the club leader.
- Parents will be contacted using the information provided on the After School registration form. Should the club leader be unsuccessful in contacting the parents, information from details provided to the after school club will be used to contact an authorised adult as named by the parent/carer.
- If an authorised adult is unable to collect the child the after school club leader will contact the Headteacher. Both members of staff must stay with the uncollected child.

- If an authorised adult does not collect the child by 6.00 p.m. the club leader will inform the Headteacher and contact social services.