

Last Revision Date	September 2017
This policy is Reviewed by	The Head of EYFS
Group	EYFS
ISI Reference	
Next Review Date	September 2018

Tick which category this document refers to:

ISI requirement to be made available	
ISI requirement to be on website	
Internal staff only	✓
Internal students only	
Internal staff and students	
Statutory requirement to have on website (non ISI)	

The School will ensure that all children are collected at the end of a session by a parent, carer or designated adult. If for some reason a child is not collected, the procedures below will be activated.

**We undertake to look after the child safely throughout the time that he or she remains under our care.**

- If a child is not collected within 30 minutes of the agreed collection time, a member of staff will check with the School Office to see if any messages have been left. They will then call the parent, carer or designated adult, and use any other emergency contact details available, in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.
- While waiting to be collected, the child will be supervised by at least 2 members of staff who will offer them as much support and reassurance as is necessary.
- If a child is not collected at lunchtime, while they wait, they will stay with the rest of the group for the afternoon session, for which there may be a charge. Staff will continue to try to contact the parents, carers or other designated adults on the Emergency Contacts sheet.
- Children not collected by 3.45pm will be taken to the Keep (after school care). A charge may be made for this. The School Office will be informed of the child's whereabouts as continued efforts to contact parents/carers are made.
- If a child is not collected at the end of the school day when the Keep closes (6pm), the Keep staff will take the child to the member of staff who is on duty with the boarders, for which there may be a charge.
- If all attempts to contact a parent/legal guardian, designated person or emergency contact fail then it will be discussed with the EYFS Designated Safeguarding Lead (DSL) and the MASH will be informed of the situation without delay. The EYFS Designated Safeguarding Lead will assume overall responsibility for the situation within school.
- The MASH/duty social worker will take charge of the situation and decide what happens next, and whether the police need to be involved in helping to trace the child's parents/legal guardian.
- MASH will advise the school on any emergency arrangements that are made for the child and school will assist with these arrangements as necessary.
- The child will not leave the School premises with anyone other than those named on the Registration Form or in their file.
- On occasions when a parent or the person normally authorised to collect the child is unable to do so, parents advise how to verify the identity of the person who is to collect their child (using either a pre-determined password or photo ID)
- Under no circumstances should staff go to look for the parent or take the child home with them.
- A full written report of the incident is recorded in the child's file.

- Continual incidents of late collection will be recorded and discussed with parents/carers at the earliest opportunity.

Link to other policies:

Child Protection – Safeguarding and Welfare of Pupils Policy