



## Saughall All Saints C of E Primary School

### Child Collection Policy

Your child's well-being is of great importance to the staff at the school, therefore procedures for collecting children are followed to ensure your child's safety.

No children will be released from our care if staff are not informed of the person collecting the child.

In the event that a child is not collected by an authorised adult at the end of a day, in Reception – Year 2 we put into practice agreed procedures. All children from Year 3 – Year 6 are encouraged to return to school should they find that their end of day arrangements are not in place. The child will receive a high standard of care in order to cause as little distress as possible.

### Procedures

When your child starts at the school, you will be asked to fill in some information about your child.

This is recorded on our registration form and entered into our school information management system(SIMS) along with other authorised adults for contact in emergencies.

On occasions when parents, or the persons normally authorised to collect the child, are not able to collect the child, they provide us with written or verbal details of the name and telephone number of the person who will be collecting their child.

We inform parents that we apply our child protection procedures in the event that their children are not collected by an authorised adult within one hour after the school has closed and the staff can no longer supervise the child on our premises.

If a child is not collected at the end of the day, we follow the following procedures:

The class teacher will check for any information about changes to the normal collection routines.

If no information is available, parents/carers are contacted at home or at work.

If this is unsuccessful, the adults who are authorised by the parent to collect their child from the school- and whose telephone numbers are recorded on the Registration Form - are contacted.

All reasonable attempts are made to contact the parents or nominated carers.

The child does not leave the premises with anyone other than those named on the Registration Form or authorised by the parent/ guardian.

If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.

We contact the local authority children's social services care team: 0300 123 7047

The child stays at the school in the care of members of staff until the child is safely collected either by the parents or by the social care worker.

Social Care will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.

Under no circumstances do staff go to look for the parent, nor do they take the child home with them.

A full written report of the incident is recorded in the child's file.