



## Preps and Pre-Preps (EYFS and KS1) Uncollected Child Policy

### Policy statement

In the event that a child is not collected by an authorised adult at the end of a school day, we will put into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner. 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 are properly cared for.

### Procedures

Parents of children starting school or nursery are asked to provide the following specific information which is recorded on our Registration Form:

- \*Child's full name and date of birth
- \*Names and address of every parent and/or carer who is known to us
- \*Home address and telephone number
- \*Place of work and work telephone number for each parent (if applicable)
- \*Mobile telephone number for each parent (if applicable)
- \*E-mail address for each parent (if applicable)
- \*Emergency contact details for parents and/or carers
- \*Names, telephone numbers and relationship to child of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent.
- \*Name (and information about any other person who has parental responsibility for the child)
- \*Which parent(s) and/or carer(s) the child normally lives with
- \*Information about any person who does not have legal access to the child.

\*We provide parents with our school contact telephone number and email address and After School Club contact numbers.

\*On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us in writing of how they can be contacted.

\*Wherever possible we ask parents to introduce us to people who are authorised to collect their child on a regular basis or to provide a photograph.



\*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 details of the name and telephone number of the person who will be collecting their child. We agree with parents a means of verifying the identity of the person who is to collect their child.

\*If we are unsure of the identity of the person who is collecting, we would speak to the parent on the telephone and then we would confirm with the parent that the person is who they claim to be or use an agreed password.

\*On occasions where after school activities have to be cancelled at short notice we inform parents as soon as possible. If parents are unable to come and collect their child we arrange for them to go to After School Club.

\*We will only let children go home with parents or named people for whom the parents have given information and written permission to collect their child. OFSTED guidance states that this should be a person over the age of 17 years who is deemed to be responsible by the parents.

\*In exceptional circumstances we will accept verbal permission from a parent for another person to collect their child over the telephone. We ensure that children do not leave the school premises unsupervised.

\*We appreciate that sometimes it may be difficult for parents to arrive at school in order to collect a child on time. If a parent knows that they are likely to be late, we request a telephone call to school to inform us.

\*Prep and Pre-Prep staff will look after children for up to 15 minutes after the end of the school day. If parents are later than 15 minutes, we can provide child care in the After School Club. We will provide the After School Club with the parent/carer's contact details and any other significant information –e.g. whether the child has allergies, dietary requirements or additional needs. The After School Club is registered with OFSTED and can take children from Nursery age (Pre-Prep) onwards. This does not include 'rising 3s'.

\*All reasonable attempts are made to contact the parents or nominated carers. We make enquiries and try to contact parents by telephone to let them know that their child is in After School Club.

\*If a child is uncollected from the After School Club, After School Club staff will make all reasonable attempts to contact parents or nominated carers by telephone. If they are unable to contact the parents they will try to make contact with other named persons on the child's contact list. If they are unable to arrange for someone on the child's contact list to come and collect the child, they will

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contact the police and ECIRS and act on their advice. The child will be supervised during this time under the care of two members of staff.

\*The member of the school SLT who is on duty that day will be informed that the child has not been collected from After School Club and will liaise with ASC staff.

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

## Documents Referred to:

Statutory Framework for the Early Years Foundation Stage –March 2017

Pre –School Learning Alliance -Policies and Procedures for the EYFS - Uncollected Child - 2008