

HIGHCLARE SCHOOL EARLY YEARS FOUNDATION STAGE

POLICY FOR THE NON COLLECTION OF CHILDREN

AUTUMN 2010

Aim:

In the event that a child is not collected by an authorised adult at the end of the day, the school will put into practice procedures to ensure that the child is cared for safely. Parents are made aware of these procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Method:

On admission into Highclare school parents are requested to provide the following information

- Home address, telephone number and email address
- Parents are required to provide us with a password which can be used in the event of an unauthorised person collecting the child on their behalf
- Information about any person who does not have legal access to the child is kept in children's individual files
- Work address, telephone number and work email address
- Mobile telephone number
- Emergency contact details including telephone number, mobile number and email address

Parents are regularly asked to update their contact details and make any amendments necessary

In the case of non-collection

- For any child / children who are not collected at 3.20 pm they will be escorted to the TOPS and staff would endeavour to contact their parents / carer (where they will be charged for each session used)
- There will be a financial cost for every quarter of an hour or part thereof, for any child / children who remain in TOPS after 6.00 pm
- We would use contact information provided by parents. If the child / children are still on the premises at 8.00 pm and contact with parents / carers has failed, Social Services would then be contacted after liaison with line managers and Head of school.

If parents have a genuine emergency they should contact the school office on 0121 355 0194/ TOPS on 07966257019/ Nursery office on 0121 321 2456 by telephoning using a password, if they wish for another person to collect their child giving an approximate time of collection.

All efforts will then be made to support parents / carers and extra costs cancelled

A full written report of the incident will be recorded in the child's file