



St. Peter's London Docks C of E Primary School

"Finally, all of you, be like-minded, be sympathetic, love one another, be
compassionate and humble"

1 Peter 3:8

Non-Collection of Pupils Policy

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Policy Statement

This policy applies to all pupils at St Peter's London Docks School, including all pupils in the Early Years Foundation Stage. This policy is designed to give staff guidance in the rare cases that a pupil is not collected at home time by a parent/carer.

Aims

In the event that a child is not collected by an authorised adult at the end of the day, the school will put into practise procedures to ensure that the child is cared for safely.

Method

Parents of children joining St Peter's London Docks School provide the following information on our registration form which is regularly updated.

- Home address, telephone number and email address
- Work address and telephone number
- Mobile telephone number
- Emergency contact details including telephone number and mobile number

On occasions when parents are aware that they will not be at home for any period of time they inform the School Office of the person who is in loco parentis and how they can be contacted.

On occasions when parents or the person normally authorised to collect the child are not able to collect the child, they inform the class teacher or school office in person, in writing or by telephone. We agree with the parents how to verify the identity of the person who is to collect the child. Staff do not send children home with friends unless there is prior agreement, or the parent has given permission over the telephone.

Parents are informed that if they are not able to collect the child as planned, they must inform us. We also inform parents that

- In the event that their children are not collected by an authorised adult and the staff can no longer supervise the child in school – we apply our child protection procedures

If a child is not collected at the end of a day we follow the procedure below:

- We check for any information about changes to the normal collection routines
- If no information is available parents are contacted at home or at work
- If this is unsuccessful the adults who are authorised by the parents to collect their child from school are contacted

- All reasonable attempts are made to contact the parents or nominated carers
- The child is cared for in our after school provision until 5.30pm (Stay and Play).
- If the child is not collected by a parent or nominated carer by 5.30pm, the child is cared for by the head teacher or most senior member of SLT known to the child
- The child does not leave the premises with any unauthorised person
- If no-one collects the child after 5.30pm and there is nobody who can be contacted, we apply the procedures for uncollected children
- We contact our local authority social services department, telephone number 0207 364 3444
- The child stays at school in the care of two fully vetted workers until safely collected either by parents or a social worker
- Under no circumstances are staff to take the child home with them
- A cause for concern form report is recorded

Links with other policies

Attendance policy

Child protection policy

Early year's foundation policy

Safeguarding policy

Safer care of conduct policy