

## Purston Infant School Child Collection Policy

At Purston Infant School we endeavour to keep children safe at all times and promote the welfare of children by following our Safeguarding policy. As part of the policy there are set procedures for collecting and the non-collection of children. No children will be released from our care if staff are not informed of the person collecting the child.

### **Procedures for Collecting**

On admission parents are asked to provide the following specific information which is recorded on our registration form:

- Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or a close relative.
- Place of work, address and telephone number (if applicable)
- Mobile number (if applicable)
- Who has parental responsibility for the child.
- Information about any person who does not have legal access to the child.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us of how they can be contacted.
- Complete a form (see Appendix 1) with names, addresses and telephone numbers of three or four designated adults who parents authorise to collect their child on a regular basis.

In an emergency it is essential that parents inform school as soon as possible if their child is going to be collected by another adult other than the designated people listed in Appendix 1. School will ask a series of questions to ensure the identity of the caller and information about the person who is to collect. In some circumstances a password maybe issued.

### **Procedures for Non-Collection**

We apply our Safeguarding procedures in the event that 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 session/day, the following procedures apply:

- Contact the person/s that are identified as a contact within Child's record's and arrange for them to collect the child in the event parents/carers cannot be 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 in their file.
- 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 Social Care Direct to inform and be advised on next steps. Telephone number: 01924 733456
- The child stays at the school in the care of two members of staff, one Senior 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 should staff look for the parent, nor should they take the child home with them.
- A full written report of the incident is recorded in the child's file.

### **Suitable person / Identification of Individuals**

It is the policy of the school that no person under the age of 16 years can collect a child from the school during the day. If staff feel that the parent/carer collecting a child may be under the influence of either alcohol or drugs and the safety and wellbeing of the child may be compromised, the staff must contact a member of the Senior Management Team. The member of the Senior Management Team will assess the situation and if they feel that the parent/carer appears unable to take responsibility for the child they will take appropriate action. This could include contacting another member of the family to collect the child. If another family member is not available then Social Care Direct or the Police will need to be contacted.

### **Relationship breakdown of parents / guardians**

The school has a clearly defined procedure, which is followed in the event of the relationship between a child's parents or guardians breaking down. Unless there is a court order, of which the school must have a copy, preventing one parent's contact to the child we are unable to deny the parents right of access.

Policy reviewed: January 17