

# Market Drayton Infant School & Nursery

## Procedures for the non-collection of a child

### 1. Aim

If a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents and carers of our procedures so that if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

### 2. Procedures

- a) Parents of children at all stages of their education are asked to provide specific information which is recorded on the Registration Form which is maintained securely at the office.
- b) Parents are asked to name up to four authorised persons who can collect their child. If there are occasions when a person who is not on the list will be collecting, a parent is asked to inform the school of this in advance.
- c) If a person who is not named arrives to collect a child then the child will not be released into their care until a phone call has been made to the parent to authorise this.
- d) If a child is not collected at the end of a session or day, we will:
  - check with the main office for any information about changes to the normal collection routines.
  - if we have no information about changes to normal collection routines, contact parents or carers at home or at work.
  - if this is unsuccessful, contact the other adults who are authorised to collect the child.
  - if this is unsuccessful, make all reasonable attempts to contact the parents or carers.
  - in the nursery ensure the child stays in the care of two members of staff until the child is safely collected. Ensure that school-aged children wait at the reception area with a member of staff.
  - ensure the child does not leave the premises with anyone other than an adult named on the registration form or authorised by a parent/carer.
  - look after the child for up to one hour after the collection time, prior to contacting the Initial Contact Team (0345 6789021).
  - apply procedures set out in our Child Protection Policy if the child is not collected within one hour of the collection time and the premises are closing or staff are no longer available to care for the child.
  - record a full written report of the incident.
  - depending on the circumstances, reserve the right to charge parents for the additional hours worked by our staff.