

St Thomas More's Catholic Primary School

Non-Collection of Children (End of Day) Policy

Approved at:	FGB Spring 2022
Review:	Every 3 years
Review date:	Spring 2025

Statement of intent

In the event that a child is not collected by an authorised adult at the end of a pre-booked after-school activity or school day, school puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner. In exceptional circumstances, the responsible adult may be a member of Social Services.

Aim

In the event that an authorised adult does not collect a child, we will ensure that the child receives a standard of care that is the best possible in the circumstances in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are delayed, they know that their children will be cared for properly.

Management Information System (MIS) / GDPR

1. Parents of children starting at the school are asked to provide specific information, as part of Data Collection processes, which is subsequently recorded on the school MIS system (e.g. ARBOR), including:
 - home address, email address and telephone number (e.g. mobile number)
 - work telephone number (if applicable);
 - information about any person who does not have legal access to the child.

Admin Procedures

2. The office will have issued the "Arrangements for children at the end of the day" as a class form (and will send updates if child details change) – see Appendix A
3. At lunchtime, After-School registers go to teaching staff, from the office, to inform them of end of day arrangements
4. On occasions when:
 - a) parents are aware that they will not be at home or in their usual place of work, they ideally contact the office by 12.30pm so that the office can inform teaching staff and/or update the "End of Day Collection Arrangements" form appropriately
 - b) parents or the persons normally authorised to collect the child are not able to collect the child, the office agrees with parents/carers how the identification of the person who is to collect their child will be verified (e.g. pre-agreed password)The collecting adult will be asked for a password by class teaching staff on collection

- c) Any changes to the “End of Day Collection Arrangements” and/or pre-agreed password arrangements for that day, the office staff will notify class teachers via register system

5. If a child is not collected at the end of the day, we use the following procedures:

We have a duty of care with all children, where they are not collected by school pick up time, to move them in to Tommy's childcare (after-school) provision: school bulletin 2021/22 "Tommy's childcare is available should you not be able to collect at this time. Please be aware that although some leeway will be given, once the rest of the class has been collected, any child still waiting will be sent to Tommy's to be looked after until they are collected. This will incur a charge"

- the class teacher will take the child to After-School club, where a charge will be incurred by the family
- at 3.30pm the office liaise with After-School club to contact parents / carers who have unexpectedly left, using details on the MIS system
- all reasonable attempts are then made to contact all other adult named as an emergency contact, if parents / carers not available;
- the child does not leave the premises with anyone other than those named on the “End of Day Collection Arrangements” form or by a member of Child Services;
- if no-one collects the child and the premises are closing, or staff are no longer available to care for the child, we apply the procedures set out in our Child Protection Policy.
- we reserve the right to charge parents for the additional hours worked by our staff.

APPENDIX 1

Class:

Arrangements for children at the end of the school day

Childs Name	Designated person/s	Walk home	Cycle home	Meet parent at car	On the bus