



Placing children's rights at the heart of all we undertake.
respect integrity humility equality care
towards all



*Pride in myself; Pride in my work;
Pride in my school; Pride in my community*

Glascote Primary Academy

Policy on EYFS- Collection Policy 2019-2020

Statement of intent

Children in Reception are to be collected from the little playground by the main Reception classroom at the end of the school day. A child will not be allowed to leave the care of staff unless a supervising adult has seen the child's parent/carer. If a child needs to be collected at any time during the school day parents/carers must report to the main reception office and the child will be collected from class by a member of the office staff.

In the event that a child is not collected by an authorised adult at the end of the school day, the Reception setting puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

Aim

In the event that 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/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Methods

- Parents of children beginning Reception are asked to provide specific information which is recorded on our school registration Form, including:
 - home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative;
 - place of work, address and telephone number (if applicable);
 - mobile telephone number (if applicable);

- names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from school, for example a childminder or grandparent;
- information about any person who does not have legal access to the child; and
- Who has parental responsibility for the child.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they should inform the school and/or Reception staff.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they should inform the school/Reception staff. We agree with parents how to verify the identity of the person who is to collect their child.
- Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up procedures. We provide parents with our contact telephone number. We also inform parents that - in the event that their children are not collected from school by an authorised adult and the staff can no longer supervise the child on our premises - we apply our child protection procedures as set out in our child protection policy.
- If a child is not collected at the end of the day, we follow the following procedures:
 - All reasonable attempts are made to contact the parents or nominated carers.
 - The child does not leave the premises with anyone other than those authorised to collect them
 - 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 our local authority social services department:
 - The child stays within the care of school staff until the child is safely collected either by the parents or by a social worker;
 - Social services will aim to find the parent or relative if they are unable to do so, the child will be admitted into the care of the local authority.
 - Under no circumstances are staff to go to look for the parent, nor do they take the child home with them.
 - A full written report of the incident is recorded in the child's file.
 - Ofsted may be informed:

Reviewed by: E.Bowers

Date: September 19

Approved by:

Date:

Next review due: September 2020