

**THE DHARMA PRIMARY SCHOOL
COLLECTION POLICY AND PROCEDURE FOR
UNCOLLECTED CHILDREN**
This is a whole school policy and includes EYFS

Purpose and Aims of Policy

The welfare and safety of our children at the Dharma Primary School is our paramount responsibility. When children go home from school it is our responsibility to ensure that all children, particularly those in Nursery, Reception Year, and Years 1 & 2, are handed into the care of an authorised adult.

To ensure the safeguarding of all children, it is essential that the school has a procedure in place for the safe collection of all children at the end of a school day, and guidance for parents/guardians in the event of them being late/unable to collect their child.

The aim of this policy is:

- To keep children safe.
- To ensure that all members of the school community are aware of the correct procedures for the end of the school day.
- To highlight the importance of maintaining clear lines of communication and up-to-date contact details.

This policy should be read in conjunction with the Child Protection and Safeguarding Policy, particularly appendix 3, *Pupil Absence and Children Missing from Education*.

Collection of children after school:

On admission, parents/guardians are asked to complete a contact form for every child, stating the contact name, address, telephone number and mobile number along with any additional information for use in an emergency. We require more than one emergency contact number for each pupil, 'where reasonably possible'.

We appreciate that, for many families, arrangements need to have some flexibility so, in addition, **parents/guardians are asked for details of other individuals who may collect their children on a regular basis. We ask for this information in writing.** Children should only be handed over to an adult approved by the child's parents.

Procedure

For the main school, at 3.30pm, parents will be asked to sign their children out along with any other child/children they may be taking home. At 3.40pm any child on site who has not been collected by a parent/parent representative or who is not attending a club will be taken inside to wait.

The same applies to the nursery, excepting that parents are asked to collect their children at the earlier time of 3.15pm.

If a child has not been collected 30 minutes after the allotted time and no message has been received, the office staff should telephone the child's parents and inform them that the child has not been collected. If there is no reply, but there is an answer phone, staff are to leave their name, the time of the call and explain that the child has not been collected and ask the parent to phone the school as soon as possible. If a parent cannot be contacted then staff will use other emergency contact numbers given by parents.

Nursery and Reception children should stay with their teacher and older children remain in the office until they are collected by a parent or a person nominated by the parent/ guardian.

If no-one collects the child by the time the school is closing, the staff member will apply the procedures set out in our Child Protection and Safeguarding Policy. (We will contact our local authority social services department and inform Ofsted (in the case of EYFS). A full written report of the incident is then recorded.

On a one-off basis parents/guardians should tell the Office Staff or class teachers who will be collecting them if this is not one of the contact names on the Pupil information form.

No pupil will be allowed to leave the school with an adult that has not been authorised by the legal parent/guardian.

After School:

This applies only to children in the Reception class – year 6.

Parents of all children attending after school clubs must complete an After School Club Registration form, even if they attend on ad hoc basis. Between 3.30 -3.40pm children attending clubs/care are supervised by the staff member on duty in the playground. At 3.40pm club organisers will collect children. It is the duty of office staff for that afternoon to ensure that the leader of each club takes a register.

Any children remaining in the playground without parental supervision will be taken inside to the office and the above procedures followed.

In the event of a missing child

Procedure:

All available staff not directly needed to supervise children should search buildings and grounds and try to ascertain where and when the child was last seen.

Staff are to ask others if they know the whereabouts of the missing child. If the child is not found within a half hour then the parents must be contacted. The Head teacher will contact the police giving all available information about where and when the child was last seen.

A record of the incident will be made.

Person Responsible	HT/ CME
Ratified by trustees	09/18
Date of last review	09/17
Date of this review	09/18
Date of next review	09/19