



Coppice Junior School
and the Den @ Coppice

Uncollected children Policy

Committee with oversight for this policy:	Full Board
Policy ratified and adopted by Full Governing Body:	September 2022
Review frequency:	Annually
Policy due for renewal:	September 2023

Headteacher Mark Knowles

Date

Chair of Governors Jo Bromige

Date

Policy statement

In the event that a child is not collected by an authorised adult at the end of the school day, agreed procedures put into practice. These ensure the child is cared for safely by experienced and qualified practitioners who are known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

1. Procedures

Parents of children starting at Coppice are asked to provide the following specific information which is recorded on our Registration Form:

- Names, addresses, telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent
All children must have at least two named contacts.
- Any person 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.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they provide school with details of the name, address and telephone number of the person who will be collecting their child. 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 measures. We provide parents with our contact telephone number.
- We inform parents that we apply our child protection procedures as set out in our child protection policy in the event that their children are not collected from setting by an authorised adult within one hour after the setting 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, we follow the following procedures:

- The office check for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting – and whose telephone numbers are recorded on the Registration Form – are 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 Solihull's children's Social Care Team.
- The child stays at school or the Den in the care of members of staff until the child is safely collected either by the parents or by a 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.
- A full written report of the incident is recorded on the child's file on myconcerns
- Depending on circumstances, we reserve the right to charge parents for the time spent at the Den.
- Parents/carers attending any groups, sessions or drop-ins within the school are responsible for their own children at all times.
- If a pattern of late collection occurs this may be monitored and recorded as a safeguarding concern.