

**RAPHAEL INDEPDENT SCHOOL**  
**NON-COLLECTION OF PUPILS POLICY**



**SEPTEMBER 2018/2019**

## **This Policy also includes the Early Years Foundation Stage and Before and After School Provision**

### **Statement of Intent**

In the event that an authorised adult at the end of the school day or session does not collect a child, agreed procedures will be put into practice. These procedures ensure that an experienced and qualified practitioner who is known to the child cares for the child safely with minimal upset.

### **Aim**

In the event that an authorised adult does not collect a child, 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 child/children will be properly cared for.

### **Procedures**

- The parents or carers of the children at Raphael School are required to fill a registration and entry form prior to starting and are requested to provide specific information including:
- Home address and telephone number. Should the parents not have a telephone, an alternative number must be given.
- Mobile telephone number if applicable.
- Two emergency telephone number will also need to be obtained.
- The names, addresses and telephone numbers of adults who are authorised by the parents to collect their child, for example a childminder or grandparent.
- Information regarding any person who does not have legal access to the child.
- On occasions when the parents or the usual authorised person is unable to collect the child, they must ensure that the class teacher and or main office has details of the person's address and telephone number.
- Parents should agree with the child's class teacher or office how the identification of the person who is to collect their child will be verified.
- In the event of a child being collected by a taxi driver, he or she must give a password, agreed by the parent and teacher, before the child be released into their care.

- Parents are informed that if they are not able to collect their child as planned, they must inform the school immediately so that arrangements can be made for them to attend After School Care.
- If no contact is made with the school by the parents or carers by 3.55pm the school office will
  - a) Contact the parent or carer at home or work
  - b) A member of staff will make arrangements for the child to attend After School Care whilst the child waits for their parent or carer to arrive

Parents are informed that in the event of their child not being collected by an authorised adult and the staff no longer able to supervise the child on the premises, emergency procedures will be applied as follows:

- Staff will continue to make every effort to contact parents or carers at home or work
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from school and whose telephone numbers are recorded on the registration form will be contacted.
- If this is unsuccessful and staff are no longer able to supervise the child on school premises, the Local Authority Social Care (out of hour's telephone number 01708-433999) will be contacted and the school will follow the relevant London Borough of Havering's Policy and Procedure for Primary Children not collected from School.
- A full written report of the incident will be recorded.

