Coopersale Hall School
Non-Collection of Children Policy

Procedure for Uncollected Children (EYFS)

This procedure is to be followed by Early Years staff when a child is not collected on time. Staff have an obligation to stay with any uncollected child at the end of the session or day, until that child is collected.

The School must not release the child to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that because of an emergency a different person will be collecting. The authorised person should give the name and address and a physical description of the unauthorised person and the member of staff in charge should check this description before permitting the child to leave.

The School Office will keep a record of any children not collected by the due time. This will note the date, time at which the child was collected, who collected the child, and the reason given. In the event that a child is not collected by the due time on three occasions in one academic year, a letter will be sent to the parents pointing out the difficulties late collection causes. This could lead to further action being taken or a charge being made.

If a child is late/uncollected

- If after 3.30pm the child still has not been collected, he/she is taken to Teatime Club where a charge will be made appropriately.
- Should a child not be collected by 6pm (end of Teatime Club), he/she is brought to the main school to be cared for by the Head/Deputy Head/ Teatime Club Staff.

If there is no response from the parents' and/or carers' contact numbers or the emergency numbers within a 2 hour period or when school is closing, the Safeguarding service will be contacted by the Child Protection Officer or Deputy Child Protection Officer. They will make emergency arrangements for the child and will arrange a visit to be made to the parents' house and will check with the Police. There will be a full written report of the incident.

We will, throughout, look after the child safely during the time he or she remains in our care in accordance with the legal requirement incorporated in the EYFS Statutory framework.

Procedure for Uncollected Children (Years 1 to 6)

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