

EYFS and Infants Non-collection of a Child Policy

ISSR Part 3, Paragraph 14

Review period:	Annual
Review by:	Vice Principal Head of Prep
Date reviewed:	October 2020
Next Review:	October 2021



St Joseph's College prides itself on the quality of the teaching and pastoral care provided to each of its pupils, from EYFS across to Sixth Form, including Boarding. *The Governing body has ultimate responsibility for meeting all the College's regulatory requirements, which they delegate to the Principal, supported by the Senior Leadership team. In line with good practice and as part of the Governors' due diligence, the Board of Governors' reviews this policy annually.*

St Joseph's College, as an aware employer, is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment, selection and induction procedures operate throughout the College and extend to organisations and services linked on its behalf.

Statement of intent

Our setting has the highest regard for the safety of the children in our care.

Aim

Staff will always be aware that situations can arise where children may not be collected as expected. If this occurs staff will follow all relevant procedures to ensure the risks are minimised.

Methods

- All parents/carers complete a form detailing the named person/s who may collect their child.
- Parents/carers will be expected to provide a list of emergency contact numbers.
- Staff will ensure that this information is kept up to date. The Records are kept in the Nursery and at Prep School Reception

Nursery Procedures

- If child is not collected at the end of a morning session a member of staff will ring all known contact numbers and will wait with the child until they are collected. If the parent/carer cannot be reached or the newly arranged collection time cannot be made the child will be taken to lunch with the rest of the Nursery children.
- After lunch a member of staff will resume contacting a parent/carer to arrange collection (Head of EYFS and Infants will be informed of the situation)
- If a child is not collected at 3.30pm and they are not known to be staying to a Late Stay Session a staff member will again try to contact all named parent/carers to arrange collection of the child.
- At all times a child will be cared for and reassured within the EYFS setting



- If the child has not been collected at 5.30pm and the Parent/carers cannot be contacted the Head of EYFS and Infants will contact a member of the College SLT – who will contact the services listed below

**Children's Services (Customer First) Department on 0808 8004005 (before 8am and after 5.20pm this number will divert to the Emergency Duty Service)
Depending on circumstances OFSTED may be informed on 0300 123 1231**

Reception Class Procedures

- If a child is not collected by 3.30pm and they are not known to be staying to an after school activity a staff member will contact all named parent/carers to arrange collection of child.
- At all times a child will be cared for and reassured.
- If the child has not been collected at 4.45pm a member of staff will again try to contact a named parent/carer to arrange collection of child.
- If the child is not collected by 5.30pm by the end of a late stay Session and the Parent/carers cannot be contacted the Head of EYFS and Infants will contact a member of the College SLT - who will contact the services listed below

**Children's Services (Customer First) Department on 0808 8004005 (before 8am and after 5.20pm this number will divert to the Emergency Duty Service)
Depending on circumstances OFSTED may be informed on 0300 123 1231**

- We will not release a 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 teacher/member of staff will check this description before allowing the child to leave.
- A record will be kept of all children who are not collected by the due time. This will note the date, the time which the child was collected, who collected the child and the reason give.



St Joseph's College
Parental Permission form for collection of EYFS children

It is important that we are informed of anyone else, besides named parents, who are authorised to collect your child. Children will only be released into the care of adults who have been notified to St Joseph's College by the parent.

Please complete, sign and date the form below.

Name of child: _____

Other adults authorised to collect my child

Name: _____ Telephone number: _____

Relationship to child: _____

Name: _____ Telephone number: _____

Relationship to child: _____

Name: _____ Telephone number: _____

Relationship to child: _____

Name: _____ Telephone number: _____

Relationship to child: _____

I agree to inform St Joseph's College of any changes to the above list

Parent's signature: _____ Date: _____

