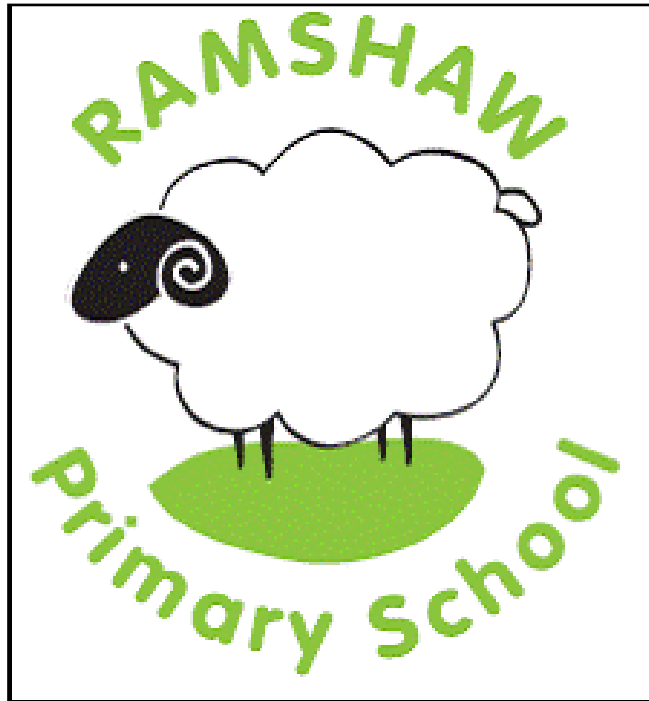


# Ramshaw Primary School



## Non-Collection of Children Policy 2024-2026

**Reviewed**  
**To be reviewed**

January 2024  
January 2026

## **Non-Collection of Children Policy**

### **Ramshaw Primary School**

Every Child Matters									
Be Healthy		Stay Safe	✓	Enjoy and Achieve		Make a Positive Contribution		Achieve Economic Well-Being	

In the event that a child is not collected by an authorised adult at the end of a session/day, the setting puts into practice agreed procedures. These ensure the child is cared for safely by experienced and qualified practitioners who are known to the child.

#### **Aim**

In the event that a child is not collected by an authorised adult, our staff will ensure that the child receives a high standard of care in order to cause as little distress as possible. Parents will be informed of the procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

#### **Methods**

- Parents of children starting at the setting are asked to provide specific information which is recorded on the Registration Form, including:
  - home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative;
  - place of work, address and telephone number (if applicable);
  - mobile telephone number (if applicable);
  - names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent;
  - information about any person who does not have legal access to the child; and
  - who has parental responsibility for the child?
- If a child has a social worker then the phone number of their social worker is to be kept and used if a foster carer does not collect the child.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they must inform the school so that this can be recorded
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they must provide the school with the name, address and telephone number of the person who will be collecting their child. We will 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 staff so that they can begin to implement the back-up procedures. Parents are provided with the contact telephone number of the setting.
- If a child is not collected at the end of the session/day, our staff will follow the following procedures:

- The parent / carer is contacted by phone. If there is no answer a message is then left.
- Attempts are made to phone other contacts listed on the file. If there is no answer a message is left where this is possible.
- The child does not leave the premises with anyone other than those named on the contact cards unless there has been a specific arrangement made with a parent / carer (see above)
- If no-one collects the child after one hour (or earlier if there is a reason for this) and there is no-one who can be contacted to collect the child, we will apply the procedures for uncollected children.
- The Child Protection team at the Local Authority will be consulted (0191 383 4450)
- If the child has a social worker who has not been contactable, then Social Care Direct must be contacted on 03000 267979 or 0191 3835752 .
- If arrangement for collection of the child have still have not been made then the Police must be contacted on 0345 606 0365 or 101 and failing this on 999
- The child stays at setting in the care of two fully-vetted workers until the child is safely collected either by the parents or by a social worker;
- Children's Services will aim to find the parent or relative. If they are unable to do so, the child will be admitted into the care of the local authority.
- Staff should not normally go to look for the parent or give the child a lift home.
- A full written report of the incident is recorded in the child's file.