



The Hampshire School
C H E L S E A

Collection and Non-collection Policy

This policy applies to all pupils, including those in the Early Years
Foundation Stage (EYFS).

Review date: July 2019

Collection and Non-collection of Pupil Policy

On admission to the school, parents are asked to complete specific information regarding contact information, emergency contact details and information about those authorised to collect the pupil from school.

For pupils with sufficient maturity, parents can give written consent for them to be allowed to leave school to go home independently. For other pupils, the school staff will hand pupils over only to someone authorised to collect them. The school maintains a list of the adults authorised to collect each pupil and it is the responsibility of the parents to ensure that this list remains up-to-date and includes the names of any family member, child minder, friends or other school parents whom the parents wish to authorise to collect.

Any one-off changes to these arrangements must be communicated to the school **electronically** or in **writing**, providing the name, address and telephone number of the person nominated to collect the pupil. A telephone call cannot normally be accepted in these circumstances. However, this can be accepted in an urgent situation, provided that the call can be verified as genuine.

Parents must inform the school in the event of any circumstances in which someone has a restriction placed on them in respect of legal access to the pupil.

On occasions when the parents are aware that they will not be at home or at their usual place of work, they are asked to email or write to inform the class teacher or school office.

In the event that a pupil is not collected by an authorised adult at the end of a session, the school puts into practice agreed procedures. These ensure that the pupil is cared for safely by an experienced and qualified member of staff, who is known to the pupil. The school aims to ensure that the pupil 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 the pupil will be properly cared for.

Procedures

On admission to the school, parents are asked to provide specific home, work and emergency contact information and to ensure that this remains current. When someone other than a parent is nominated to collect a pupil, the school agrees with the parents how to verify their identity.

Parents are informed that, if they are not able to collect the pupil as planned, they must inform the school office without delay so that we can make necessary arrangements to look after them until an authorised adult arrives. A pupil who is not collected within the normal end of their school day will join the school's late- stay/after school care facility, for which a charge is normally payable.

If a pupil is not collected by the expected time at the end of the school day, the following procedures will be followed

- All information regarding normal collection routines will be checked by the class teacher, school office, Head of Early Years, Head of Pre-Prep, Head of Prep or Head Teacher
- Parents will be contacted, using the contact information provided on admission and as subsequently amended

- Should the school be unsuccessful in contacting the parents, the school will attempt to contact the next person in the pupil's contact information. All reasonable attempts will be made to contact parents or nominated carers.
- The pupil will not be allowed to leave the school with anyone other than those for whom the school has received written or electronic authorisation.
- If there is no contact from the parents or nominated carers after an hour, or at the published end of the school's late-stay/after school care facility, the school will apply the procedures for uncollected pupils.

Procedure for uncollected pupils

If there are serious concerns that a pupil has not been collected, the local authority Social Services Department will be contacted.

- The pupil will stay at school with two members of staff, one of whom will normally be a member of the school's leadership team.
- Social services will aim to find the parents or a relative and, if they are unable to do so, the pupil will be admitted into the care of the local authority
- Staff from the school will not look for the parent, take the pupil home, or take the pupil to their own home
- A full report of the incident will be placed on the pupils' file
- If regulations so require, Ofsted will be informed of the incident

This policy complies with the Statutory Framework and Practice Guidance for the Early Years Foundation Stage.