

SAMLESBURY CHURCH OF ENGLAND PRIMARY SCHOOL

POLICY: DISMISSAL AND UNCOLLECTED CHILD POLICY

This policy describes our aims and our practice in dismissing children and caring for children who have not been collected from school or the school's after school club.

1. Adults authorised to collect children

Children will be dismissed by a member of school staff on to the school playground at 3:15pm. Children will only be permitted to be collected by their parent or another adult who has been listed as authorised to collect the child on the child's data collection sheet.

In the event of an emergency or if a different adult is collecting a child, parents must contact the school office in advance.

2. Children who return home on the bus

Children booked to travel on the bus will be escorted to the vehicle by a member of staff. Should there be any changes to bus use, for example a child will be collected from school rather than travelling on the bus, parents must notify the school in advance. Please note that any ad hoc changes must be made by telephoning and speaking to the school bursar rather than using e-mail/ leaving a message.

3. Children who have not been collected from school

The end of the school day is at **3:15pm**. If a child has not been collected from school the member of staff dismissing a child will follow the procedures listed below:

- Check with the school bursar to find out if there have been any messages regarding collection.
- Check to see if the child is on the after school club list.
- Take the child to be part of the after school club (charges will apply in line with the charging policy with a minimum session charge of 1 hour).
- Notify school bursar/ headteacher that the child has been placed in the after school club.

The school recognises that there may be isolated incidents of late collection i.e. one or two late collections per year. If there are more late collections than this, parents must consider the use of pre-planned after school care.

4. Children who have not been collected from the school's after school club

In the event that a child is not collected by an authorised adult at the end of the after school club, we put into practice agreed procedures. These ensure the child

is cared for safely by a member of staff who is known to the child. The child will receive 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 children will be properly cared for.

Procedures

If a child is not collected at the end of the session, we follow the following procedures:

- The child's file is checked for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting – and whose telephone numbers are recorded on the data collection forms – are contacted.
- All reasonable attempts are made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named on the data collection form or in their file.
- If no-one collects the child after the setting has closed and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
- We contact the headteacher or school bursar and then contact our local authority children's social care team.
- The child stays at the school in the care of two fully-vetted staff members until the child is safely collected either by the parents or by a social care worker.
- Social Care will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances will staff go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded in the child's file.

Late collection charges will apply in line with our after school charging policy.

Signed: _____ Headteacher

Date: