



Non-Collection of Child Policy

Attendance Policy	The Michael Syddall C of E (Aided) Primary School
Document Status	Final
Date of next review	May 2024
Date of Policy Creation	May 2022
Method of Communication (e.g. Website, etc.)	Paper copies / website / email

To ensure the safeguarding of all children, it is essential that the school has a procedure in place for the safe collection of all children at the end of the school day, and guidance for parents in the event of them being late / unable to collect their child.

This Non-Collection of Child Policy is written to reflect the guidance provided by North Yorkshire County Council. The Non-Collection of Child Policy is also consistent with the following school policies:

- Admissions;
- Attendance;
- Child protection;
- Mental health and wellbeing;
- Safeguarding.

1. Policy Statement

The aims of this policy are:

- To keep children safe;
- To ensure all members of the school community are aware of the correct procedures for the end of the school day;
- To highlight the importance of maintaining clear lines of communication and up-to-date contact details.

2. Your Responsibilities:

As a parent / carer it is your responsibility to ensure that your child is collected at the end of the school day. Please ensure that the school has at least two up-to-date telephone numbers to contact you in an emergency.

- If you are unexpectedly delayed and are unable to collect or will be late collecting your child from school, please contact the school immediately: **01748 818 485**;
- If you arrange for another adult to collect your child you must let the school know the details of that person in advance;

- If you are unable to arrange for another adult to collect your child then the school will look after your child for **ten minutes**, supervised by a member of staff. If your child has not been collected after ten minutes they will be placed in The Hangout after school club and you will be billed for one hour's care;
- If you or an identified adult has not arrived by 4:15pm to collect your child the school will contact Children's Social Care.

3. **The School's Responsibilities:**

- If a parent / carer does not arrive to collect their child at the end of the school day and the school has not been made aware of alternative arrangements, school will take the following steps:
 - The teacher will bring the child inside and ensure they are supervised;
 - A member of staff will check with the office whether the parent / carer has telephoned and left instructions or an estimated time of arrival;
 - If no contact has been made by the parent / carer, the office staff will attempt to contact the parent / carer and the emergency contact by telephone.
 - Children who have not been collected by 3:10pm will be supervised in The Hangout after school club and you will be billed for one hour's care;
 - If contact cannot be made with the parent / carer or the emergency contacts by 4:15pm, school will contact Children's Social Care.

Policy Review

This policy will be reviewed every two years as a minimum. The next review date is: **May 2024.**