



LENT RISE SCHOOL

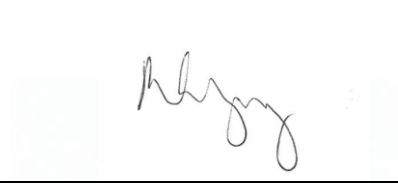
COLLECTION AND ARRIVALS OUTSIDE OF NORMAL HOURS AND LOST CHILDREN POLICY


Responsibility: Mrs Watson
Whole Staff

Approved by:

Mrs Maggie Young
Chair of Governors

Mrs Jill Watson, Headteacher







Specialist Schools
and Academies Trust
THE SCHOOLS NETWORK™



Specialist Schools and Academies Trust
ParentalEngagement
QualityStandard

Aims

To ensure that safety of children is paramount at all times.

Policy Statement

In the event that a child is not collected at the nominated collection time (at the end of school or at the end of a club), the school will practise agreed procedures.

These procedures ensure the child is cared for safely and by, where possible, staff known to the child. In the event that a child is not collected by an authorised adult, we will ensure that the child receives appropriate care in order to cause as little distress as possible. We will inform parents of our procedures.

Procedures

Parents are required to update contact numbers and contact details regularly.

Additional details for a third contact e.g. non parent contact of grandparent / aunt are maintained in order for the school to contact on occasions where the school is unable to contact the parent/s.

- 1) Parents are contacted in the event of non-collection
- 2) If the school are unable to contact the parent/s and then, nominated contacts for the pupil, the pupil would be taken to the school's after school club and charges will apply, unless the Headteacher deems extenuating circumstances.
- 3) If contact is not made within reasonable timescales, the Police / First Response would be contacted
- 4) If contact or collection is not made following after school club times, 2 members of staff would remain with the child until safe collection.
- 5) A log would be kept of communications, including decisions, conversations and referrals to Police / First Response.

Collection of Children at times other than normal collection times/ different nominated person:

- 1) If a parent/guardian wishes to pick their child up at any time other than the end of the day, they are to notify the school office the day before , in time for messages to be given to the class teachers.
- 2) The school office will alert the teacher and a member of staff will escort the child to the office for collection at the appropriate time.
- 3) If any person other than the legal parental guardian is to collect a child from school at the end of the day it is of utmost importance that procedures are followed. The legal guardian must inform the school office of the name and relationship of the person who is to collect the child, either by letter, orally

or via the school office. The teachers will not allow a child to leave the school grounds with a person other than their legal guardian unless notification has been given.

Children leaving the school grounds unsupervised at collection time / unsupervised during the school day

If the school were to find a child missing from the school grounds, the parent would be contacted immediately to alert them and staff would complete site and perimeter checks. The police would then be called by the school secretary / a member of the Senior Management Team within minutes of being notified. A log would be kept of calls and if necessary, a log of decisions made.

Non arrival of authorised walkers to school

- 1) If the parents/ carer has not notified the office of the child's absence, the office call the nominated contact number at 9.30am
- 2) If there is no response from the nominated contact, the police will be contacted to ensure safe whereabouts of the pupil

Out of school activities

This policy applies to school run out of school clubs.

Appendix

Contact numbers:

First Response: 0845 4600 001

Police: Emergency 999, non-emergency 101