

# Non-collection of children policy

[King's Academy Northern Parade]



King's Group  
*Academies*



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## **Aims**

This is the non-collection of children policy of King's Academy Northern Parade.

The aims of this policy and related procedures are to provide a framework to ensure that in the event that a child is not collected by an authorised adult at the end of the day, the School puts into practice agreed procedures which ensure that:

the child is cared for safely by an experienced and qualified practitioner who is known to the child;

the child receives a high standard of care in order to cause as little distress as possible; and

parents know our procedures so that, if they are unavoidably delayed, they will be reassured that their child will be properly cared for.

## **Scope and application**

This policy applies to the whole School, including the Early Years Foundation Stage (**EYFS**).

## **Regulatory framework**

This policy has been prepared to meet the School's responsibilities under:

Education (Independent School Standards) Regulations 2014;

*Statutory framework for the Early Years Foundation Stage* (DfE, March 2017);

Education and Skills Act 2008;

Data Protection Act 2018 and General Data Protection Regulation (GDPR); and

Childcare Act 2006.

Keeping Children Safe in Education 2021.

The Safeguarding and Child Protection policy is also relevant to this policy.

## **Procedures for uncollected children**

We ask parents to provide specific information which is recorded on the electronic school system including:

home address and telephone number;

place of work, address and telephone number (if applicable);

mobile telephone number and email address;

names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from King's Academy Northern Parade, for example a child minder or grandparent;

information about any person who does not have legal access to the child; and

who has parental responsibility for the child.

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name, address and telephone number of the person who will be collecting their child by informing the school office. We agree with parents how to verify the identity of the person who is to collect their child. For a regular arrangement parents will have updated the regular collection form which provides detailed contact information.

Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can make alternative arrangements. We also inform parents that – in the event that their children are not collected from King’s Academy Northern Parade by an authorised adult and the staff can no longer supervise the child on our premises – we apply the procedures as set out in this policy.

If a child is not collected at the end of the day, the School will follow the procedure below:

parents are contacted at home and at work (as applicable) to ascertain a new anticipated collection time;

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 pupil information sheet – are contacted.

All reasonable attempts are made to contact the parents or nominated carers. The child will not leave the premises with anyone other than those named on the pupil information sheet.

If no-one collects the child after 20 minutes, the child will be supervised in Leapfrog Club (after school provision) and the Designated Safeguarding Lead is contacted. Depending on the circumstances, we reserve the right to charge parents £8.00 for after school provision.

If no one collects the child after 5.30pm further action will be taken in accordance with the advice of children's social care.

Under no circumstances are staff to go to look for the parent, nor do they take the child home with them.

## **Training**

King’s Academy Northern Parade ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.

The level and frequency of training depends on role of the individual member of staff.

## **Record keeping**

All records created in accordance with this policy are managed in accordance with the school's policies that apply to the retention and destruction of records.

Where there are specific record keeping requirements under this policy, these are set out below:

If a child is uncollected a full written report is recorded in the child's file and details uploaded to My Concern (electronic school safeguarding recording system).

The records created in accordance with this policy may contain personal data. King's Academy Northern Parade has a number of privacy notices which explain how the school will use personal data about pupils and parents. In addition, staff must ensure that they follow the school's data protection policies and procedures when handling personal data created in connection with this policy. Please refer to the school's GDPR policy on the school website for further information.