

St.Michael's CE VA Primary School and St.Michael's Pre-school

Failure to collect Procedure.

Pre-school mobile number 07811 190580

School Phone Number 01297 442623

This document sets out the procedures that would be carried out in the very rare circumstance where a child is not collected from pre-school or school.

Pre-school finishes at 12 noon each day.

School finishes at 3.15 pm each day.

It is expected that all children will be collected at these times or at least within 5 minutes.

Pre-school

If any parent is aware that they will be slightly late for collection (10-20 minutes) of their pre-school child – they should phone the pre-school mobile number 07811 190580, notify the staff of their estimated time of arrival and explain the reason for their delay. Staff will then keep the child with them if they will be on the premises tidying up OR take the child to the main school office where the main school staff will look after the child for the short period in the school hall. If you are unable to contact the pre-school mobile – please send the message through the school phone.

If you wish another person to collect your child – usual practice should be that this person is well known to the staff and child and will be a person who is already named on your contact details. Parents should notify staff in writing when dropping off children in the morning. If you make this decision during the school day, please phone the pre-school mobile number with the name, description of the person and a password. The pre-school staff will only allow children to go with an adult who can give the password and meets the description.

School – the procedure should be the same with the parent contacting the main school phone. The password system will only be used for Pre-school, Foundation and Year One and Two children.

Password system explained.

To ensure that the children are collected by someone safe and secure, we would firstly ask your child to confirm who the person is and that they are happy to go home with that person. – It will be a VERY rare occasion that the person collecting the child would be unknown to the child.

Extra security will be in the form of a password. This should not be set as a regular password but one given to the person collecting and the staff by the parent for the specific collection day.

e.g. Mrs Smith is stuck at a Doctor's appointment that has lasted longer than expected. Jack Smith needs collecting in 15 mins and she knows she cannot make it. She contacts Jack's great auntie who is fairly well known to Jack but has never met the staff. Mrs Smith gives directions for collection and says that the password will be 'tomatoes'. Mrs Smith then contacts school and explains she is stuck at the Doctors but that Jack's Great Auntie (Sarah Jones – who has blond hair, is in her mid fifties and wears glasses) will collect him. Mrs Smith tells the staff that the password will be 'tomatoes'. Jack's Auntie comes to collect Jack, she makes herself known to staff who ask her for the password which she gives. Jack, although unsettled by the fact that his Mum is not collecting him, is reassured by the staff's confident explanation and the confirmation that Mummy phoned and said this was alright.

If a child is not collected and the staff have not been notified.

Pre-school

The staff will look after the child for 15 minutes – just in case of an unexpected delay due to traffic etc.

After 15 minutes – the staff will phone the parent and ask them to arrange someone else to collect as soon as possible (see above for procedure) or arrange for the child to be looked after at school for an agreed period of time.

After 20 minutes - Staff will phone other contacts if the parent cannot be contacted and ask them to arrange someone else to collect as soon as possible (see above for procedure) or arrange for the child to be looked after at school for an agreed period of time.

Staff will repeat this until a contact is made for up to 1 hour. The pre-school leader will lead this communication in conjunction with the deputy leader/ head teacher/ assistant Headteacher.

After one hour the staff listed above or the Deputy Designated senior person – Mrs K Forder will contact Dorset Local Authorities Safeguarding Officers for advice. This will probably lead on to staff contacting the police and Social Care who would be able to advise further.

Through all of this time the child will be reassured, encouraged to play/read/draw and will be given food and drinks as appropriate to the time of day.

School

The staff will look after the child for 10 minutes – just in case of an unexpected delay due to traffic etc.

After 10 minutes – the staff will phone the parent and ask them to arrange someone else to collect as soon as possible (see above for procedure) or arrange for the child to be looked after at school for an agreed period of time.

After 20 minutes - Staff will phone other contacts if the parent cannot be contacted and ask them to arrange someone else to collect as soon as possible (see above for procedure) or arrange for the child to be looked after at school for an agreed period of time.

Staff will repeat this until a contact is made for up to 1 hour. The class teacher will lead this communication in conjunction with the head teacher/ assistant Headteacher.

After one hour the staff listed above or the Deputy Designated senior person – Mrs K Forder will contact Dorset Local Authorities Safeguarding Officers for advice. This will probably lead on to staff contacting the police and Social Care who would be able to advise further.

Through all of this time the child will be reassured, encouraged to play/read/draw and will be given food and drinks as appropriate to the time of day.

It is important that you ensure that we have up to date and enough emergency contacts to ensure that we can always contact someone and send the child to an environment where they will be well looked after in an emergency.