Polska Sobotnia Szkoła w Rugby
im. Ireny Sendlerowej

Collection of a Child Procedure for Polish School in Rugby CIC

1. The information that will need to be collated when registering your child in related to collection by an authorised person will be:
   - Name of the child
   - The Parent or Carer's details,
   - Authorised person that is allowed to drop off and collect a child
   - Emergency contact details
   - Home address where does the child usually live
   - Mobile number/s for all registered adults
   - Signature from the adult who has a legal parental responsibility for the child.

2. If a child is being collected by an adult other than themselves but is on the authorised list; the parent or carer dropping off must inform the member of the staff who is responsible for the class where the child attends, the name of the person collecting and the child's name

3. If the adult is not listed on the authorised list, the password system **MUST** be used. This information must be set up before the teacher, the Director of the school and the parent and the authorised person will know what password is required.

4. If the adult collecting their child changes before the appointed time, parents are required to call the school and inform a teacher/director of the school the name of the person that is being authorised to collect the child

   If the adult is not on the authorised list, then the password system **MUST** be used.

5. When a child is left uncollected at the end of school session the following procedure is activated:

   - If a parent, carer, or designated adult is more than 15 minutes late in collecting their child, we will attempt to contact the parent first as primary carer, then the designated secondary adult, and then use any other emergency contact details available, in order to ascertain the cause for the delay, and how long it is likely to last.

     Messages will always be left on any answer phone requesting a prompt reply.

     IT IS THEREFORE VITAL FOR PARENTS TO ENSURE THAT CONTACT NAMES AND TELEPHONE NUMBERS ARE ACCURATE AND UP TO DATE.

- Whilst waiting to be collected, the child will be supervised by a member of staff who will offer them as much support and reassurance as is necessary.

  If we must come back to the classroom due to the long waiting time outside (meeting place at reception entrance), we will wait there till parent arrival and collection.

- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of 30 minutes has elapsed, the staff will call Social Services.

- The child, under no circumstances must never leave with anyone other than those adults who are named.

- Under no circumstances will a child be taken to the home of a member of staff, or away from the premises unless absolutely necessary.

6. Incidents of late collection will be recorded by the Director / Assistant to director and discussed with parents/carers at the earliest opportunity.

- Parents and carers will be informed that persistent late collection may result in additional payments being incurred, depending on how long after normal opening hours the late collection has gone over, to cover costs incurred.

- Continued late collection and/or lack of improvement with communication between parent and school, may result in child / children needing to be dismissed and removed from the school for safety reasons.

Updated 30.08.2025