

EYFS NON-COLLECTION OF CHILDREN POLICY

Policy Statement

This policy is required for EYFS but applies equally throughout the Infant and Junior Schools. In the event that an authorised adult does not collect a child at the end of an EYFS session/day, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/guardians of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedures

1. Parents/guardians of children starting at Bristol Grammar School are asked to provide specific information including:
 - Home address and telephone number
 - Mobile telephone number
 - Email address
 - Names, addresses, telephone numbers of adults who are authorised by the parents to collect their child, for example a child minder or grandparent
 - Information regarding any person who should not collect the child
 - Emergency contact details
2. On occasions when parents are aware that they will not be at home or in their usual place of work, they must inform the teacher or the school office, where the information will be passed on to the class teacher
3. On occasions when parents or the normally authorised person is unable to collect the child, they must inform the teacher or the School Office so the information can be passed on. We agree with parents how the identification of the person who is to collect their child will be verified.
4. Parents are informed that if they are not able to collect the child as planned they must inform us so that we can begin to take back-up procedures. We also inform parents that, in the event that their children are not collected from the School by an authorised adult and the staff can no longer supervise the child on our premises, the member of the Infants and Juniors Leadership Team on duty will take over.
5. If a child is not collected at the end of the session/day, we follow the following procedures:
 - The child stays at school in the care of the staff supervising the Stay and Play/ After School Club until the child is safely collected
 - The teacher checks with the School office for any information about changes to the normal collection routines or any other messages
 - If no information is available, parents/guardians are contacted at home or work by the school office
 - If this is unsuccessful, the other adults who are authorised by the parents to collect their child from the School are contacted by the school office
 - All reasonable attempts are made to contact the parents/guardians. If no reply, emergency contact number(s) will be called
 - If no one collects the child and the After School Club staff are no longer available to care for the child, the member of the Leadership Team on duty will decide on the next form of action or contact the Head of the Infants and Juniors for advice.
 - If the delay is significant, a full written report of the incident will be recorded on CPOMS.

- Depending on circumstances, we reserve the right to charge parents for the additional hours worked

Date	Last material change	Governors' Approval
		Summer 2021
July 2023	No updates required	
July 2024	No updates required	