

15 PROCEDURE: COLLECTION OF CHILDREN FROM SCHOOL

Aim

To ensure that children are safe when being collected from school and are only collected by authorised persons.

To provide guidelines in the case of children not being collected on time.

15.1 Guidelines on authorised persons

- 15.1.1 Parents are required to fill in details of any person authorised to collect their child on their enrolment form.
- 15.1.2 If parents require a person to collect their child who has not been authorised, they must advise the centre prior to collection time and give details of the person they wish to collect their child. Ideally, this is done in the morning on the sign in sheet.
- 15.1.3 If any person is legally denied access to a child, parents should discuss this with the Managing Teacher and Administrator, as detailed on the enrolment form. Copies of court orders will ask to be supplied. This information will remain confidential. The Managing Teacher will brief all staff prior to the child's start date on any person denied access. The document information will be recorded in the allergy book for all permanent staff to sign.

15.2 Guidelines on late collection

- 15.2.1 It is important that all children are collected on time, however, if a child is not collected within 15 minutes of the end of their booked session, then a teacher or the Administrator, will contact parents to remind them of their child's pick up time. If a parent or guardian cannot be reached, staff will contact the child's emergency contact to arrange collection.
- 15.2.2 In the event that no emergency contact person can be contacted, the child will remain at school until school closes at which point a teacher who is familiar with the child will take the child home with them.
- 15.2.3 If the Managing Teacher is unable to contact either the parent or an emergency contact within two hours of the school closure the teacher will contact the police.