

THE IONA SCHOOL & NURSERY

Collection and failure to collect children policy

(Revised Sept 2018)

prepared using the

Department for Education (DfE) statutory Guidance, issued in March 2010, and updated in 2013, entitled “Working together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children” July 2018

The Dfe publication September 2018 Keeping children safe in education

Introduction

The Iona school is committed to ensure that all children are discharged from our care to either their parent or a responsible adult whom the parent nominates and notifies the school.

We will not, under any circumstances let a child go home with an adult who is unknown. We will also not allow children, to wait, unaccompanied on school premises.

All collections must be made by an adult over 18 years of age with a password if they are not known to us.

The latest time for school collection 3.30pm Latest collection for nursery and afterschool is 5.30

Parental responsibility

It is the responsibility of each parent to ensure their children are collected safely by a responsible adult.

If you are unable to collect your child yourself you must ideally notify the school in writing. If there is an emergency, you must contact the school as soon as possible by telephone and physically speak to a staff member. Emails or answerphone messages are not accepted. You must not ring a staff member’s personal number under any circumstances.

- You must include the name of the person collecting the child and a password that the person must use.
- If a person comes to collect your child, whom you have not notified the nursery or school about, then we will not allow them to take your child. You will be asked to come yourself.
- You must never ask the staff to take your child home or bring the child to you or another address; they are under strict contractual instruction not to do this.
- You must never send a taxi’ to collect your child, staff will not release your child to an unknown person.

- You will have financial penalties applied to your account of £25 per every 30mins of waiting time

Procedures on non- collection of a child

If your child is not collected from us or has had an attempted pick up by a non-verified person, then your child will be held in afterschool until 5.30pm

The staff will do their very best to contact you by the telephone numbers you provide.

If you have not arrived to collect your child by **6.30pm**, then the staff will initiate emergency procedures, this will involve the staff contacting the Nottingham Social care emergency team or children and families direct on 0115 876 2927 if the child lives in the City

Or if the child lives in the county, contact MASH 03005008090

In the very last instance the staffs are instructed to call the police on 999

This is not done to penalise the parent, however, we need to ensure your children are passed onto a safe place at all times.

Staff must NEVER take a child home or to the parents' home or any supplied address under any circumstances. Whilst this may be done with the best intentions, it can never be permitted as this is a high level safeguarding risk.

Also, Staff must never release a child to an unknown person, for instance if a parent has sent a taxi to pick that child up.

If a different person calls to collect a child, and the parents have not informed the nursery or school of this, then the parents' permission must be sought before handing over the child.

The person must wait outside school/nursery boundaries, do not allow unknown people to wait on the school premises.

Issue date

This policy takes effect from January 2013

Review date

This policy will be reviewed and revised by the school manager on an annual basis.

Endorsement

Full endorsement to this policy is given by:

Name:	Mr Martin Taylor
Position:	Iona School Trustee
Signed:	
Date:	07/09/2018

Related documents:

- Parents handbook
- Safeguarding policy
- Unlocking the school policy
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