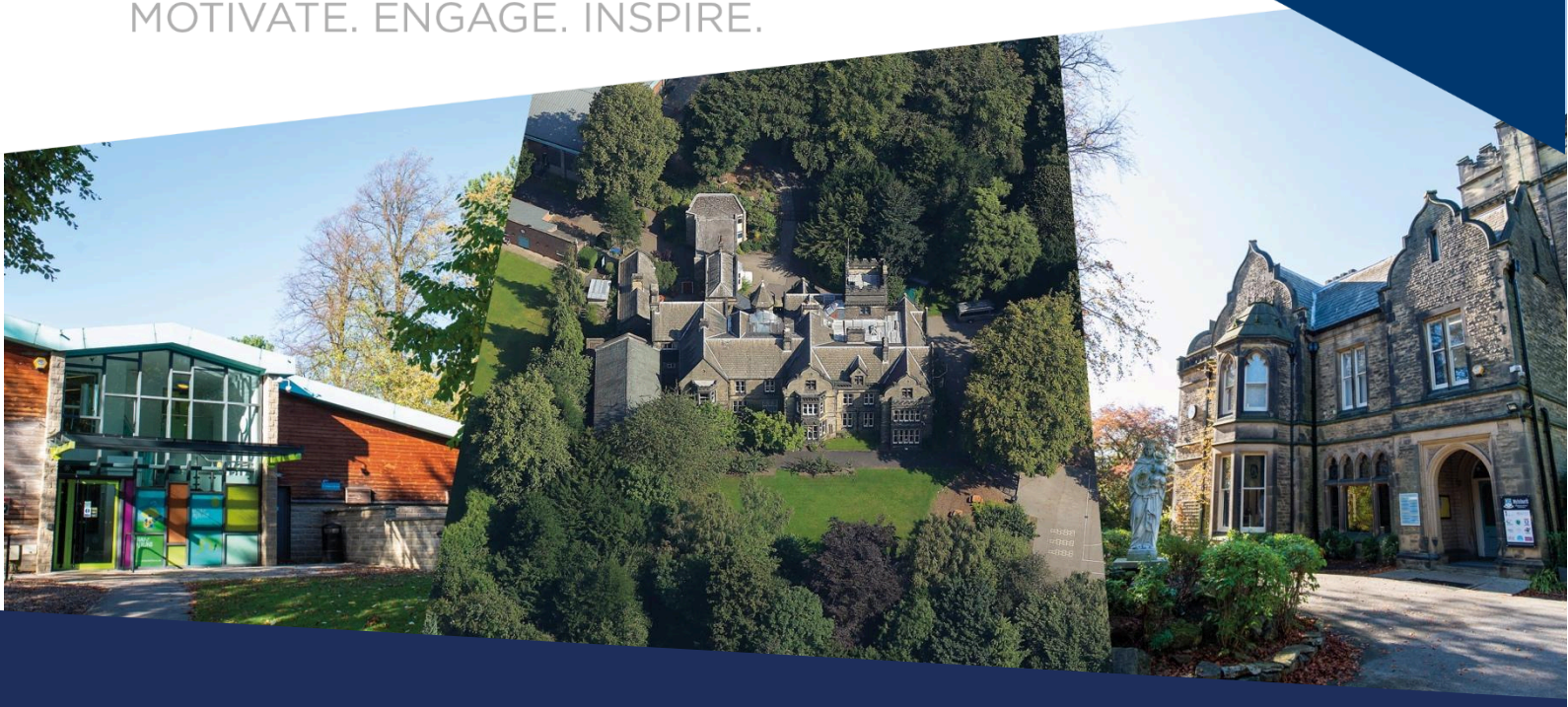
Mylnhurst
Preparatory School and Nursery

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Campus Group



Policy Document
Mylnhurst School & EYFS

Failure to Collect Policy

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Mylnhurst
Preparatory School and Nursery

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1. Rationale

The following document details the school's policy and procedure in the event of a child who is not collected from school following the conclusion of the School/Nursery session and/or School day.

2. At the end of a Nursery session

If a child has not been collected after 30 minutes of the morning session ending **and** is not expecting to attend an afternoon session and/or the Mylnhurst Children's Club, the member of staff responsible must contact mothers, fathers, carers and/or any other persons responsible as detailed on the emergency contact form by telephone. The member of staff must try all available contacts.

After another 30 minutes, the DSL will be informed and the child will remain in the care of EYFS staff whilst further efforts are made to establish contact with parents/carers.

If the child remains uncollected at the conclusion of the afternoon session, the child will be transferred to the Mylnhurst Children's Club with a written record of the procedure already undertaken and reassurance will be given. The DSL will remain in school until the matter is satisfactorily concluded. The DSL will follow policy and procedures as set out in the School's Safeguarding Policy (see Appendix A). A report will be written up and recorded on CPOMS.

3. At the end of the School day (including EYFS)

If a child is not collected at the end of the school day, they will be automatically taken and registered into Mylnhurst Children's Club. If the child was not expecting to be attending an enrichment activity, then this information will be passed on to the member of staff in charge of Mylnhurst Children's Club.

If, after 30 minutes, the child has not been collected, the School Office will attempt to contact the mother, father, carer or any other person responsible as detailed on the emergency contact form by telephone. If no contact can be made, the DSL will be informed. The child will stay in the MCC until its closure at 6pm, after which point the DSL will stay with the child and, from there, follow policy and procedures as set out in the School's Safeguarding Policy (see Appendix A). A report will be written up and recorded on CPOMS.

4. At the end of an enrichment activity

If a child is not collected 10 minutes after an enrichment club or activity has ended, they will be automatically taken to Mylnhurst Children's Club. If the child was expecting to be collected from the activity, then this information will be passed on to the member of staff in charge of Mylnhurst Children's Club. The child will stay in the MCC until its closure at 6pm, after which point the DSL will stay with the child and, from there, follow policy and procedures as set out in the School's Safeguarding Policy (see Appendix A). A report will be written up and recorded on CPOMS.

5. Non-Collection after a school organised activity and or visit (including sports fixtures)

Every effort should be made to provide parents with accurate arrival times from educational visits and fixtures if they are 30 minutes later than the advertised anticipated return to school time, (usually via iSAMS Text). Nevertheless, if 15 minutes has passed from the advertised arrival time the member of staff responsible should:

- Register the child into Mylnhurst Children's Club if before 6pm and then contact parents/carers to inform them of their child's whereabouts.

Or, if the MCC has closed:

- inform the DSL of the situation
- Contact parents/carers or other persons responsible from the emergency contacts list. If the child has still not been collected or contact made through one of the designated numbers, then the member of staff should follow the procedures for an uncollected child as set out in the school's Safeguarding Policy

Important

- Two adults should supervise any uncollected child
- All staff must have access to a child's contact numbers.

6. Useful Contacts

Sheffield Safeguarding Hub: 0114 2734855

Email: sheffieldsafeguardinghub@sheffield.gov.uk

Children's Social Care Office (North): 0114 2039591

This policy must be read in conjunction with the school's Safeguarding and Child Protection Policy and EYFS Policy.

7. Appendix A – Procedure for Non-Collection

If a child is not collected from school within 30 minutes of the Nursery afternoon session finish time or 30 minutes of Mylnhurst Children's Club closing, the following procedures will be followed to safeguard both the child and the members of staff responsible.

- Reasonable attempts will be made to contact:
    - Mothers, fathers and carers at home or at work
    - Other adults authorised to collect the child from the setting
- The child will not leave the premises with anyone other than mothers, fathers or nominated carers
- The member of staff responsible must inform the DSL
- If no-one can be contacted to collect the child after one hour of the session finish time, the relevant Children's Social Care Area Team or Police will be contacted
- The child will stay at the school in the care of two DBS checked staff members until safely collected either by the mother, father, a nominated carer, social worker or police officer
- If necessary, Children's Social Care will assess the child's situation and find appropriate and safe alternative accommodation
- Under no circumstances should staff attempt to look for the mother, father or carer
- Staff should never take the child or vulnerable young person home with them
- A full written report of the incident and outcome must be recorded in the child or vulnerable young person's safeguarding file

Important: If the uncollected child is under 5 years old and has been referred to Children's Social Care, Ofsted must be informed on 0300 123 1231.