

# **BUSY BEES AND THE AFTER SCHOOL ACTIVITIES POLICY FOR NON-COLLECTION OF A CHILD**

## **OVERVIEW**

If a child is not collected from Busy Bees and the after school activities before the end of the normal session staff will respond sensitively and consistently to ensure the safety and welfare of that child.

## **INTENT**

1. To keep uncollected children safe.
2. To ensure that any uncollected child is cared for and that the provision for their welfare and safety is given priority.
3. To do all that is reasonably possible to ensure that the child is speedily collected by its parents, guardian or other designated adult.
4. To take effective action to ensure the safety, care and welfare of the child where a parent, guardian or other designated adult is not able to collect the child

## **IMPLEMENTATION**

1. The school will ensure that full contact & emergency information is received promptly from all mothers, fathers & carers and that contact and emergency information is regularly updated
2. We will inform mothers, fathers & carers that if a child is not collected from the setting by closing time, this procedure will be followed.
3. If a child is not collected within an agreed period of time, reasonable steps will be taken to contact the mother, father or carer at home or at work or other adults authorised to collect the child
4. The child will not be allowed to leave the premises with anyone other than parents, carers or other person with parental responsibility.
5. If no-one can be contacted to collect the child or vulnerable young person after one hour, the relevant Children's Social Care Area Team or Police will be contacted
6. The child will stay in school in the care of two Disclosure & Barring Service (DBS) checked staff members until safely collected either by the parent, carer, person with parental responsibility, social worker or police officer
7. Members of staff are never allowed to take an uncollected child home with them
8. A full written report of the incident and outcome will be recorded in the child's school file and CPOMs
9. If the uncollected child is under 5 years old & has been referred to Children's Social Care, Ofsted must be informed tel. 0300 123 1231
10. Where children are under five attention will be paid to the: Statutory Framework for the Early Years Foundation Stage, 2014
11. As an integral part of school we work to the same late pick up policy of £5 will apply for children being picked up 10 minutes after the finish time of their after school club.

## **IMPACT**

Any child who is not collected from school at the end of the school day will be kept safe and cared for until the situation is successfully resolved.

Reviewed by A. Parker Oct 24

Approved by Governing Board

Policy to be reviewed Oct 25