

Early Years Policy and Procedure for Non-Collection of Children from School

Approved by: Erika Vargova **Date:** 1/09/2023

Last reviewed on: September 2023

Next review due by: September 2024

This policy details the procedure to be followed: **“in the event of a parent and/or carer failing to collect a child at the appointed time.”** In accordance with Page 39, paragraph 3.74 of the Statutory Framework for the EYFS 2023.

In the event of a child not being collected at the appointed time and no relevant information has been provided by the parents/carers:

- A KG teacher or assistant will take the child to the office no later than fifteen minutes after pick up time NB: at St Georges teachers should first ring the office.
- The relevant paperwork, emails and phone messages will be checked for any notification of a change in circumstances
- The office staff will call the parents/carers
- If parents/carers cannot be reached, staff will try to contact the authorised adults named as emergency contacts on the child's admissions file.
- If the parents/carers or emergency contacts have not been reached after 30 minutes the DSL will be informed of the situation.
- In the unlikely event of a child still not having been collected after all reasonable attempts to contact parents or other authorised adults

then, the DSL, in consultation with LT will decide whether to call the police.

- The chair of Trustees must be informed.

Related policies: *Missing Child Policy, Safeguarding Policy*