



**Child Collection, Drop off and Uncollected Child
Policy and Procedure**

Mission Statement

**We aim to provide our children
with the highest possible standard
of education, through quality
teaching and learning, in a happy
caring environment.**

**We will do the best WE can to enable our children to do the
best THEY can.**

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| This policy was approved by: | Full Governing Board |
| Date | Summer 2023-2024 |
| Review Date | Summer 2025-2026 |

“Procedure to be followed in the event of a parent and/or carer failing to collect a child at the appointed time”

Page 30 of the Statutory Framework for the EYFS (3.73)

As you know children like routine and they will know when to expect you, even if they cannot tell the time. We understand that sometimes delays in collecting your child are unavoidable due to unforeseen circumstances. In order to prevent any distress to your child we have produced this policy.

Dropping off

When you sign the contract, this will agree the days and hours agreed for your child to attend Chapel End Primary School 2-year-old provision. Please enter school via the main school office. Morning drop off is at 9am, and afternoon drop off is 12pm. One of our key worker staff will be available to accept your child into school.

If you are late dropping off, please contact the school office on 01744 678230 or chapelend@sthelens.org.uk so that key workers can be informed.

Collection

Please arrive at the contracted time to collect your child. Children are made aware of their daily routine and can become upset if you are late. We are aware that delays are unavoidable, due to weather, traffic etc. If you are delayed, please let school know as soon as possible and inform us of your expected time of arrival.

In the event your child is not collected at the appointed time we will:

- Reassure your child that parents/carers are on their way in the event of them being delayed.
- Never release your child from our care to someone who is not authorised to collect your child. Therefore, we ask for a list of adults who are authorised to collect your child. It would be helpful if possible to meet the named people prior to collection.
- Contact the person/s that are identified as a contact within Child's record's and arrange for them to collect the child in the event parents/carers cannot be contacted.
- If no contact can be made after 3:15pm, children will access after-school club and charges may apply.
- If no contact can be made after 1 hour the Social Care Team or Police will be contacted.
- The child will stay in school in the care of 2 Disclosure and Barring Service checked members of staff until the child is safely collected by parents, named contacts or the Social Care Duty Team.

- A full report will be written and documented on the school's CPOMs system.
- For children in 2-year-old provision, any incidents of non-collection resulting in action from Social Care will be reported to OFSTED 0300 123 1231
- Attention will be paid to the Statutory Framework for the Early Years Foundation Stage.