

Michael Hall

a Steiner Waldorf School

Kindergarten Failure to Collect a Child Policy

Policy Owner	Early Years Assistant Principal
Formally endorsed by	Council of Trustees
Endorsement Date	September 2020
Next Review Date	September 2021

POLICY STATEMENT

This Early Years setting has an obligation to take care of any uncollected child at the end of a morning or afternoon session until the child is collected.

A child will not be released to an unauthorised person, even if the parent/carer is late, unless the parent or guardian has authorised another person to do so. This may be done by filling in the permission slip shown below, or by telephoning the main school reception office, to state that because of an emergency a different person will be collecting. In a case where the teacher has never met the person collecting a child, a pre-registered password will be required.

If a child is not collected at the end of the morning the school receptionist will be notified and will endeavour to contact the parents and/or emergency contact person.

Whilst contact is trying to be made the child will be looked after in Kindergarten Afternoon Club. If all efforts to make contact have failed by the end of afternoon club at 3.30pm, the Early Years DSL Mark Fielding, will contact Social Services.

If an Afternoon Club child fails to be collected, the school receptionist will be notified to contact the parents/carers.

If the child cannot be looked after by the Afternoon Club teacher, the child will be looked after by the school receptionist.

If at 5 pm (close of reception) efforts to make contact have failed then social services will be contacted.

If a child is not collected at Friday lunchtime when Afternoon Club doesn't take place. Then the child's Kindergarten teacher will look after the child whilst efforts are made to contact the parent/carer. If all efforts to make contact have failed by 3.30pm, the Early Years DSL, Mark Fielding, will contact Social Services.

Emergency Duty Team
(Safeguarding Children)
01273 335905

References:

Child Protection & Safeguarding Policy
Lost Child on and off site Policy