

Spratton Hall School – Early Years Foundation Stage

EYFS and Pre-Prep Failure to Collect Policy

Title: EYFS Failure to Collect Policy	Responsible: F J Sanchez
Date implemented: September 2012	Reviewed: Sept '23
	Next Review: September '24

Our Procedures:

- Parents of children starting in the Early Years Foundation Stage (EYFS) are asked to provide the following specific information which is recorded on Registration Forms and Engage, our School information system:
 - Home address and telephone number
 - Place of work and telephone number
 - Mobile telephone number
 - Who has parental responsibility for the child
 - Information about any person who is/is not permitted legal access
 - Telephone number of additional adult who can be contacted in an emergency
- On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us of how they can be contacted.
- For occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they provide us with names and telephone numbers of adults who are authorised by the parents to collect their child. Photographs of new adults may be requested.
- Parents are informed that if they are not able to collect the child as planned, they must inform us as soon as possible so that we can put necessary measures in place. We provide parents with our contact telephone number.
- We inform parents that we apply our child protection procedures as set out in our Safeguarding Policy in the event that their children are not collected from our setting by an authorised adult within one hour after we have closed and the staff can no longer supervise the child on our premises.

Children in Reception, Year 1 and Year 2 may stay at school in our supervised 'Late Duty' until **5:20pm**, without prior notice.

- If not already collected by an authorised adult, the children will stay in their classrooms between 3.30pm and 4pm, or their parallel year group classroom, where they will be provided with fresh fruit and water, before enjoying a story. An authorised adult may arrive to collect their child at any time.
- After 4pm, the children move through to one of the year group classrooms, where they have the opportunity to enjoy a range of play activities, under the supervision of Pre-Prep staff. A further snack is provided before the late duty provision finishes at 5.20pm.

- If no carer has arrived by 5.25pm the children will remain in the Pre-Prep building, but go into the care of the Head of Pre-Prep or, in their absence, a member of the Pre-Prep teaching staff in the first instance.
The Head of Pre-Prep is always informed – fjs@sprattonhall.com.
- The child remains in the Pre-Prep Department with the supervising adult.
- Just before 5.30pm the adult supervising notifies the office that we have a child remaining in Pre-Prep and asks if any messages have been left.
- If no earlier notification of a delay has been received the supervising adult, or the school office, attempts to contact parents/carers.
- At 5.40pm, a member of the Pre-Prep staff accompanies the child to the main school entrance where a further member of SMT is alerted. The member of Pre-Prep staff should also stay if they feel the Pre-Prep child would feel happier in the presence of a more familiar adult.
- Continued attempts are made at contacting parents, carers or alternative adults on the parent's contact list stored on Engage, through home, mobile, work and emergency contact numbers.
- The Senior Management Team (including DSL) are informed.
- The Head Master is informed.
- Continued attempts are made at contacting parents, carers or alternative adults on the parent's contact list stored on Engage, through home, mobile, work and emergency contact numbers.
- If absolutely no adult can be contacted from our list of contacts and considerable time has passed (1 hour) since the end of Late Duty, we would fulfil our statutory duty to inform the Mash Team of a 'non-collection of a child'.
 - By telephone contact to the Multi-Agency Safeguarding Hub (MASH): **0300 126 1000 (Option 1, then Option 3)**;
 - In an emergency outside office hours, by contacting the Emergency Duty Team on: 01604 626 938 or the Police on: 999.
- The child stays at Spratton Hall School in the care of two fully-vetted workers until the child is safely collected either by the parents or by a Social Care Worker.
- Social Care will aim to find the parent or relative, if they are unable to do so, the child will be looked after by the Local Authority.
- Under no circumstances do staff go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded in the child's file.
- Ofsted may be informed