

Broomfield House School

PROCEDURE FOR THE COLLECTION OF CHILDREN ALONG WITH LOST AND UNCOLLECTED CHILDREN POLICY

This Policy, which applies to the whole school including the Early Years Foundation Stage (EYFS), is publicly available on the School website and upon request a copy, (which can be made available in large print or other accessible format if required), may be obtained from the School Office.

Where possible, children are collected by a known member of their family or a child minder. If a person asks to take a child home and the staff have not been made aware of this by the child's parents or carers, either the message book, phoning the school office the staff will not release the child into this person's care. The child will be taken to the school office and the parents will be contacted to check whether permission is given to allow the child to go home with the person. A barred list check can be taken on the person by the office .

At Broomfield House we are committed to the care of any uncollected child at the end of the day until that child is collected. Parents/carers are expected to advise the School Office if they will be late to collect their child.

Our school day ends at 3:30pm (or at 4.30pm for Years 4-6 on Wednesdays) and children are supervised by the teaching staff at the point of collection until their parent arrives or until 3:30pm when they will be taken by the member of staff to the school office where they will be supervised until their parent/carer arrives.

In the event that a child is not collected by the due time a telephone call will be made to parents, not later than 3:45 pm, to ascertain the situation. The child will remain supervised in After-School Club or in the school office, until the parent/carer arrives.

At Broomfield House a child is never released to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that, because of an emergency, a different person will be collecting the child. The authorised person should give the name, address and a physical description of the unauthorised person and the member of staff should check this description and details before permitting the child to leave.

If someone other than the parent/carer will be collecting a child we ask that the parent/carer introduce the third party to staff prior to the arrangement.

If a parent is unavoidably detained then a third party can collect the child if a password, agreed between the parent/carer and teacher, is used.

Procedure for lost children

At Broomfield House every precaution is taken, through the use of risk assessments and thorough planning and supervision, to ensure that children are safe both at school and on outings. However there are limited situations where a child could become lost.

Should a child become lost the following action should be taken:

Broomfield House is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfill their potential.

- Alert the member of staff in charge, the head teacher or one of his deputies, who will make enquiries of relevant members of staff to ascertain when and where the child was last seen.
- Remember the safety of other children, with regard to supervision and security.
- Ensuring that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, garden and immediate vicinity.
- If the child cannot be found then the Police and parents must be informed.
- Continue to search, opening up the area, and keeping in touch by mobile phone if available.

When the situation has been resolved members of staff should review the reasons for it happening and ensure that measures are taken to ensure that it does not happen again.