



# **BREWSTER AVENUE INFANT AND NURSERY SCHOOL**

**Protocol for children not  
collected at the end of the  
school day**



In the event that a child is not collected by an authorised adult at the end of a day, Brewster Avenue Infant and Nursery School puts into practice agreed procedures. These ensure the child is cared for safely by an adult who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

### **Procedures**

- When children start attending the school, parents are asked to provide written details of the adults that are authorised to collect their child. This information is held on Scholarpack, our school management system
- Unless attending an after school club, children should be collected from their classroom door at 3.15pm
- Children should only be collected by an adult listed on Scholarpack
- Children cannot be collected by anyone under the age of 16
- When a parent contacts the school in the school day to say that collection arrangements have changed, this is communicated to the class team on the Scholarpack Bulletin
- Parents or carers who are not able to collect the child as planned should inform us by phone at the earliest possible opportunity
- If someone not listed on Scholarpack or a non-resident parent arrives unexpectedly to collect a child, they will be asked to wait whilst the parent the child lives with is contacted
- If a child is not collected by 3.25, the class teacher should ask the office manager to ring the parent(s) – if the office manager is not available the class teacher should phone, taking the child to the office if necessary (contact details can be found on Scholarpack)
- If this is unsuccessful, other adults listed on Scholarpack should be contacted
- All reasonable attempts are made to contact the parents or nominated carers
- The child does not leave school with anyone other than those listed on Scholarpack, without the permission of a parent
- The child should remain in the classroom with their class teacher with something to play with whilst the teacher works. If the teacher has a meeting, or needs to leave early, a member of SLT will take over
- In exceptional circumstances, a member of SLT may decide to visit the home address
- If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we contact the local authority children's social care on: 0345 045 5203
- The child stays at school in the care of two staff members (including at least one member of SLT) until the child is safely collected either by the parents or by a social care worker
- In exceptional circumstances, and with the consent of a parent, the child may be taken home by two members of staff (one of whom must be a member of SLT)
- Social Care will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the local authority