

## Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

### Colchester High School – Early Years Department



#### 1.5 Collected and Uncollected Child Policy

##### Policy Statement:

Our children's safety is our highest priority at all times. Procedures are in place to ensure the exit procedure is correctly maintained by all staff, ensuring the safety and security of children.

##### Collection times –

<b>Nursery Morning Session</b>	12:15pm
<b>Nursery Afternoon Session</b>	3:00pm
<b>Reception</b>	3.00 pm
<b>Wraparound</b>	6.00pm

##### Procedures

- At the end of each session parents are asked to wait outside the Nursery Entrance and Reception Entrance until the door is opened by a member of staff. If any person other than the parent is collecting, we must be informed verbally, or from a note in the Nursery or Reception Daily Planner alongside a password. If a parent's circumstances change during the day they should telephone the Nursery department (Nursery children), main school office (Reception children) and state who will be collecting their child. If they are unknown to the staff a security password will be required before the child will be allowed to leave.

- The person who the parent has allocated to collect their child will be asked to give the password to the member of staff. We stress that, for security reasons, a child will not be allowed to leave the premises if we do not know who is collecting them.
- If a parent/carer collects their child early before collection times of 12.15 or 3.00pm we will need to be informed so that all the children's belongings etc are in place for that time. Parents collecting children early from the Nursery Department must sign the Log Book. Parents/carers collecting early from the Reception Class must sign them out at the main school office.
- Reception children are escorted to the front Reception Room in readiness for collection at 3.00pm. They are collected from the parallel door to Nursery whereby the same procedure takes place.

Procedure to follow when opening the door to parents/carers, this is to be followed by all Early years staff.

### **Uncollected child**

1.	Check visually who is on the camera. If you cannot see them, wait for them to ring the bell again.
2.	Speak through the telecom. "Hello Nursery"
3.	If you do not know who is at the door ask for the password.
4.	Open the door (If still unsure via sight and speaking, <b>keep the chain on</b> ).
5.	If you still do not know the person- consult KH or PT
6.	Lock the chain as soon as the door is closed.
7.	See child out. (Collector to sign child out.)
8.	<b>Lock chain.</b>

## **Policy statement**

**In the event that a child is not collected by an authorised adult at the end of a session/day, the department follows procedures. These ensure the child is cared for safely by an experienced and qualified practitioner 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. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.**

## ***Procedures***

- Parents of children starting in the Early Years Department are asked to provide specific information which is recorded on the Wraparound/Pupil Information sheet.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, the parents either telephone or write in their child's Planner the name of the person who will collect their child. We also require a password. This information is recorded in the daily log book and if necessary also in the Wraparound book.
- If a child is not collected at the end of the session/day, we follow the following procedures:
  - The log book is checked and children's planners for any information about changes to the normal collection routines.
  - We inform the School Office in case the parent has already made direct contact with the school office for both Nursery and Reception children.
  - If no information is available, parents/carers are contacted at home or at work.
  - If this is unsuccessful, the adults who are authorised by the parents to collect their child – and whose telephone numbers are recorded on the Registration Form – are contacted.
  - All reasonable attempts are made to contact the parents or nominated carers.
  - The child does not leave the premises with anyone other than those named on the Registration Form or in their file unless we have verbal/written consent or a telephone call from the parent with the password.
  - The child joins Wraparound care which starts in the Nursery at 3.00pm and runs until 6.00pm. He/she would always be in the care of at least two qualified adults.
  - Reception children go to Wraparound if they are not collected by 3.10pm.

**Wraparound closes at 6.00pm at the latest. If you think you may be delayed please telephone Nursery 01206 217710 stating expected time of collection. Alternatively arrange for another person to collect your child. However we must be notified if your child is to be collected by any person other than yourselves as passwords will be required.**

- If the child has not been collected by 6.00pm the wraparound staff would contact the Nursery Manager/Head of Early Years or the Head of Lower School. All contact details are kept on the School site including the out of hours Social Care number.

- The child stays within the school in the care of two staff until the child is safely collected either by the parents or by a Social Care Worker.
- A full written report of the incident is recorded in the child's file.
- Depending on circumstances, the School reserves the right to charge parents for the additional hours worked by our staff.
- Ofsted may be informed.

**Please refer to Colchester High School Early Years Policies:**

**8.8 Wraparound Care Policy for Early Years Children**

**8.9 Arrival Policy**

**CHS Policies:**

**Safeguarding Lost or Missing Child Policy**