Cobham Montessori School

Education for life

Non-Collection of a Child Policy

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1.0 Introduction

Parents of all children starting at Cobham Montessori School are asked to provide specific information, which is initially recorded on the Application and New Starter forms, including:

- Home address(es) and telephone number(s) – if the parents do not have a telephone, an alternative number must be given, e.g. a neighbour or grandparent.
- Work telephone number (if applicable)
- Mobile telephone number (if applicable)
- Names and telephone numbers of adults who are authorised by the parents to collect their child from the school, for example a child-minder or grandparent
- Information about any person who does not have legal access to the child. (Parent/carers will need legal documentation to support this)
- We also request contact details of at least two Emergency Contacts (a person other than the child's main carers).

Parents are requested to ensure that children are dropped off and collected promptly each day. If for any reason there is a delay, the school must be notified (via a telephone call or text message to the landline phone) so the child and concerned staff members may be informed.

Parents are fully responsible for their child/children once they have been collected either after the morning session, lunch or afternoon collection times. Parents are reminded that after collection, the children must be supervised for their own safety when playing outside the front of the building, and that it is the parents'' or carers responsibility to ensure this.

2.0 Collection by someone other than parent or carer

Under no circumstances will a child be allowed out of Cobham Montessori School with anyone but their parent, regular carer or person named as authorised to collect the child, without receiving instruction from a parent in advance. This permission can be recorded by the teacher on duty at the door on the 'Child Collection Form' or may be conveyed via text, email or phone message. Prior instruction is also required for collection by a parent of another child at Cobham Montessori School.

If the person collecting is unknown to staff, the parent will be asked for a description and a unique password that must be stated by the new person before the child is released. If

there is confusion at leaving time this can be very upsetting for the child and creates problems for staff.

3.0 Children travelling to- and fro by themselves

Some of the Elementary children may be travelling to- and fro independently. In this situation, the child is responsible for ensuring their own safety between home and school. The child's teacher will discuss with parents when children are ready for this responsibility.

4.0 Late Collection Procedure

In the event of a child not being collected at the end of session:

a. Staff will check school telephones and emails for possible messages from the child's parent/carer.

b. Two members of staff must remain on the premises with the child.

b. Staff will first telephone the child's parents and then anyone else who is authorised to collect the child on a regular basis.

c. If no contact is made, staff will then call the Emergency Contact(s) which we have on record for the child and they will be asked to come and collect the child as soon as possible.

d. In the event that no responsible adult is available to collect the child after 30 minutes, the staff will notify the Designated Safeguarding Lead.

e. The Designated Safeguarding Lead will, as a last resort, contact the Surrey Children's Request for Support Team at the Surrey C-SPA on 0300 470 9100 or 01483 517898 (out of hours hosted by the emergency duty team).

f. Provision will be made for the child to be cared for on the premises; at no time will the child be left alone or leave the premises even with a member of staff.

g. Every effort will be made to reassure a worried or upset child.

h. The child stays at school with two staff members until safely collected either by parents, a person designated by the parents, or a social worker.

i. A full written report of the incident is recorded in the children's file.