Holmer Green First School and Pre-School

Procedure to be followed in the event of a parent failing to collect a child from school

Staff accompany all children onto the playground at the end of the day to ensure they are met by an appropriate adult (adult known by school).

If adult is not there, staff member will bring the child back into school. Staff should not allow a child to leave the premises with another child's parent unless the staff member has received consent from the child's parent.

1. Phone parent or emergency contact numbers.

2. Child remains outside school office with a library book or something to distract them, with a member of staff supervising them. If no contact is made with a parent or emergency contact number within 60 minutes of the end of school, First Response (01296 383962 Mon-Fri, 0800 999 7677 out of hours) will be contacted.

3. Child is placed in After School Club if contact is made with parents (whilst waiting for them to arrive).

4. Parents are required to inform school if someone different is collecting their child.

5. Children will only be allowed to leave the premises during the school day following pre-arrangements or at the discretion of the Headteacher or Deputy (in the absence of the Headteacher).

After School Club

Children attending After School Club are collected from the classroom by a club assistant.

If a child is not collected by 6pm then:

1. Phone parent or emergency contact numbers. Inform the Headteacher.

2. Two members of staff must stay with child on the premises, ensure that the child is not distressed.

3. No club assistant should take any child home in their car.

4. Staff should not allow a child to leave the premises with another child's parent.

5. If no contact is made with the parent or emergency contact after 30 minutes, First Response (01296 383962 Mon-Fri, 0800 999 7677 out of hours) will be contacted.

No person other than a parent may collect a child unless by pre-arrangement and by using a password stored on Magic Booking.