



Inspire Partnership Multi-Academy Trust Uncollected Child & Procedures for After School Clubs Policy

Date	Review Date
September 2020	September 2023

Introduction

At Inspire Partnership Multi-Academy Trust we aim to provide a safe, secure, healthy and pleasant learning environment for all our children, academy personnel and visitors. We have in place security procedures that will reassure parents that their children are safe from the time they arrive at academy to the time they leave.

We will ensure that at the end of the morning session or at the end of the academy day all children are collected by their parents/carers or a designated adult. Parents will feel confident that in the event that they are late in collecting their child on time that the academy has in place procedures that will ensure the safety and security of their children. Children will remain in the care of the academy until they are collected by their parent/carer or a designated adult.

Aims

- To ensure the safety and security of children not collected on time at the end of the morning session or at the end of the academy day;
- To consider the safety of the children in our care to be paramount and to maintain their best interests and security at all times.

Roles and Responsibilities

The Role of the Local Governing Board

The Local Governing Board has:

- Delegated powers and responsibilities to the Headteacher to make the academy a safe and secure environment;
- Nominated a link governor to be responsible for Health and Safety including academy security and to visit the academy regularly, to liaise with the Health and Safety coordinator and to report back to the Local Governing Board;
- Responsibility for the effective implementation, monitoring and evaluation of this policy.

The Role of the Headteacher

The Headteacher will:

- Ensure procedures are in place to ensure the safety and security of children not collected on time;
- Ensure academy personnel, parents and children are aware of these procedures;
- Monitor the effectiveness of this policy.

The Role of Academy Staff

Academy personnel will:

- Read and have a good understanding of this policy;
- Implement this policy;
- Reassure a child who has not been collected on time that they have not been forgotten;
- Call the parent/carer or designated person after five minutes of waiting;
- Try other emergency contact numbers if the parent/carer cannot be contacted;
- Wait with the child providing as much support and reassurance as is necessary;
- Not release a child into the care and supervision of another adult until they have verbal permission from the parent/carer;

- Not allow a child to go home alone even with the telephone consent of the parent/carer;
- Not escort or take children home;
- Contact the local Children Services department if after repeated attempts no contact is made with the parent/carer or designated person;
- Leave a message and contact number for the parent/carer or designated person informing them that their child is being looked after by the local authority;
- Record all incidents of late collection;
- Meet with parents who are persistently late in collecting their children.

The Role of Parents

Parents must:

- Be aware of the Uncollected Child Policy;
- Ensure the academy has up to date contact details including emergency telephone numbers including at least two forms of contact per child;
- Have the academy's contact details;
- Ensure that their children are collected promptly;
- Contact the academy to explain that they will be late to collect their child;
- Contact the academy to explain that they will be late to collect their child and that a designated person known by the academy will be collecting their child;
- The parent/carer must inform in writing regarding those persons **NOT** allowed to collect the child for any reason.

Monitoring the Effectiveness of the Policy

The effectiveness of this policy will be reviewed, in line with the review date or when the need arises, and the necessary recommendations for improvement will be made to the governors.

Headteacher		Date	
Chair of Governors		Date	



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NOTIFICATION OF CHANGE TO PICK UP ARRANGEMENTS

Date Notification Received:	At	AM/PM
Child/s Names:		
Class/es:		
Parent/Carer advising of change:		
Telephone number in case of queries:		
What are the changes and who will be collecting the child/ren?		
Is the child/ren aware?		
Are they at an after school club? If so please specify which?		
Is this just for today? If not how long?		

Has the person been and collected for this child/ren before? Would staff be familiar?	
If not, password to be used provided by parent:	

Notification received by (Staff):

(Photocopy to be kept at this stage which will be updated with who the message was passed to & time back in the office. Copy retained on child/s file on CPOMs)

Notification relayed via this form and verbally to (Staff):

Time _____

*To be scanned and uploaded onto CPOMs

Appendix 2: Extra-curricular activities – procedures for staff

Aim: to ensure that children going to, attending and leaving extra-curricular clubs enjoy their activity safely. In order to do this, we use the academy office as a central organising hub, as they hold the most up to date contact information, attendance records and are aware of any additional arrangements for transport and medication.

Responsibilities of academy office (to be over seen by the office manager, but tasks may be delegated to office receptionists as appropriate)

- To send out a copy of club letters as requested by club providers.
- To collate the sign up letters for the clubs at the start of the term / half term as appropriate.
- To prepare at the start of each half term an up to date register of children attending the club. This should contain:
 - Name of child, medication required (asthma etc.), note about transport if appropriate
- To print off and give to the club provider each week an up to date register to be completed.
- To ensure all messages of pupils' non-attendance from clubs is recorded and passed onto both the club leader and class teacher.
- To set up and maintain a file in the office, containing club letters and records of attendance for clubs.

Responsibilities of class teachers / cover supervisors in absence of the class teacher

- Have a list of pupils in the class attending a club.
- Ensure that no pupil leaves the academy when they are registered to attend a club without parental permission / confirmation.
- To liaise with the club leader any messages of non-attendance from clubs made by parents.

Responsibilities of staff member / private provider running the club

- Provide the school office with a letter to be sent out, advertising the club and asking children to sign up to the club.
- To ensure they conduct a register at the start of each session.
- Where children are on the register but not present, to immediately inform the academy office.
- To ensure that any medical needs (e.g. inhalers) are present before starting the club.
- To ensure that any additional transport / collection arrangements noted are followed.
- To follow the uncollected child policy, and ensure that no child leaves a school club unsupervised (see website / policy folder).

- To communicate clearly with the school office about any changes in arrangements to the clubs – all letters MUST be passed through the school office.

This procedure should be signed by any member of staff conducting an extra-curricular club, and a copy of this held in the office in the after school club file.

Signature of club provider : _____ Date: _____

Name of club provider: _____ C