

The St Michael Steiner School Early Years Non-Collection of a Child Policy and Procedure

The St Michael Steiner School accepts responsibility for the children in its care, and staff will follow this procedure if a child is not collected.

A child will not be released to an unauthorised person, even if the parent/carer is late, unless the parent/carer has authorised and informed the child's teacher to do so.

If a child has not been collected within half an hour after the kindergarten has finished at 12.30 pm, and it is an Afternoon session day, the child will be taken into Afternoon session whilst the child's teacher or school receptionist attempts to contact parents/carers. If it is on a non-afternoon session day, the child will be cared for by members of the Early Years team whilst the child's teacher or school receptionist attempts to contact parents/carers. Parents' work, home and emergency telephone numbers will be tried.

In an event that the child remains uncollected one hour after school closes at 3 pm (Monday to Thursday) or 12.30 pm on Friday, then the Child Protection team at Hounslow Council will be contacted (see Safeguarding policy for contact details).

The teacher plus one other member of staff will stay until the child has been collected. The social worker will decide if there are safeguarding issues to investigate. A child would only be taken into care in dire circumstances and this event would be highly unlikely.

We will do everything we can to keep the child with us until the parent or carer can be found.