

Beech House School

Non – Collection of Children Policy

Parent/carers must adhere to the closing and collecting times and strive to collect their child on time. The school has the right to make an additional charge in the event of users failing to collect their child within the specified times. The charge will be in line with payment for additional staffing cover.

- If, for whatever reason, a child is not collected then members of staff will initially stay with the child for 15 minutes to allow for traffic etc.
- The staff will then ring the first contact number given on the child's registration form.
- If they are not able to contact the first name, they will try all subsequent numbers.
- If, after trying all quoted numbers and 30 minutes has elapsed, the manager will contact the police/duty social worker. Safeguarding procedures will then be implemented.
- Staff will remain with the child at all times whilst ensuring that they are reassured and comforted, however from this point the police/social services will take up the task of tracking the child's family.

Police ~ 0161 872 5050

Emergency Social Worker ~ 01706 354836