



LANDAU  
FORTE  
ACADEMY  
MOORHEAD

<b>Policy Name</b>	<b>Uncollected Children Policy</b>
<b>Policy Number</b>	<b>POL026</b>
<b>Date of Issue</b>	<b>March 2019</b>
<b>Author</b>	<b>Miss H Dashfield</b>
<b>Reviewed by</b>	<b>Miss H Dashfield</b>
<b>Date of next review</b>	<b>September 2023</b>

## 1. Scope of the policy

This policy applies to Landau Forte Academy Moorhead.

## 2. Purpose of the policy

This policy is to ensure children are collected by authorised individuals only.

It is the parent/carer's responsibility to ensure that the child is collected by a responsible person

### Young Person Collecting

There is no minimum age set in law when a young person is allowed to remain in charge of another child; however it is an offence to leave a child alone if it places them at risk. This can include in the care of an older sibling if the level of supervision is 'likely to cause unnecessary suffering or injury to health' (Children and Young Persons Act).

Therefore parents/carers must understand and be prepared to take responsibility for anything that should go wrong in their absence. Parents/carers are also responsible for the care and safety of their eldest child, even while that child is acting in a caring role for younger siblings.

At Landau Forte Academy Moorhead, we allow siblings over the **age of 14** to drop off or collect a child providing that the attached permission slip has been completed; however The Royal Society for the Prevention of Accidents and the NSPCC recommend that no one under 16 should be left to care for a younger child for more than a short period of time.

The school reserves the right to refuse to allow a person between the ages of 14 and 18 to take responsibility for accompanying a child from school should we have any concerns about that person's suitability to do so. The suitability of a sibling, or other young adult, caring for a younger child will be considered on a case by case basis, by making a judgment of the potential risks of this arrangement; the maturity of the child collecting/being collected; the length and nature of the journey home, the behaviour and relationship of the children collecting/being collected.

## 3. Policy Detail

Parents of children starting at the Academy are asked to provide specific information on their child which is kept electronically:

- Home address and telephone number of parents/carers.

- Place of work and telephone number (if applicable).
- Mobile telephone number (if applicable).
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child, i.e., child-minder, relative, neighbour.
- Information about any person who has been denied legal access to the child.
- Information about who has primary responsibility for the child.

If there are any changes to any of the above we ask that the school office are notified immediately.

When there is a change to the end of the day arrangements we ask that parents inform either the school office or the class teacher during school hours.

We inform parents that if children are not collected at the end of the day we will use the following procedure:

- Messages are checked to see if there are any changes to the end of the day arrangements.
- Parents/carers are contacted at home or work.
- If this is unsuccessful other authorised adults are contacted.
- In the meantime the child will wait under adult supervision in the reception area.
- If the child is not collected after 15 minutes (3:30pm), further attempts will be made to contact parents/carers, if by 3:45pm no contact has been made or received, First Response will be contacted and procedures will be followed according to the Child Protection Policy. If a child is regularly not collected at 3.15pm a meeting will be arranged with the parent/carer and the Family Support Worker.

## Permission for collection by an older sibling over 14 Years Old

Person with parental responsibility to complete and return this reply slip to school.

Name of child..... Class .....

- I wish to inform you my child will be collected by an older sibling.
- I have taken reasonable precautions aimed at ensuring my child is safe including showing them the safest route, demonstrating the route to them and talking to them about road safety and what to do if anyone is behaving in a way that makes them feel unsafe or uncomfortable.

Checklist for supervision of children before/after school - **Please tick** each point to confirm that you have considered them in your decision.

- The home environment is safe and secure?
- How far away will the parent/carer be?  
Will they be easily contactable?
- If any of the children have additional needs - medical, emotional, behavioural, learning difficulties/disabilities? How will these needs be met in the parent/carer's absence?
- Does the child or sibling caring for another child know what to do in an emergency?

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Parent/Carer Name: .....

Signature: .....

Date: .....



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TRUST

<b>Date</b>	<b>March 2019</b>
<b>Change Made</b>	<b>Version 2.0</b>
<b>Made By</b>	<b>Miss H Dashfield</b>