



## **Uncollected Children Policy**

<u>Status of Policy</u>	<u>Date</u>
Policy Reviewed	Spring Term 2014 Spring Term 2019
Agreed by Staff	Spring Term 2014 Spring Term 2019
Agreed by Governors	Spring Term 2019
Next Review	Summer Term 2021

Head teacher's Signature: *Nicola Hair* Date: Spring 2019

Chair of Governor's Signature: *Alan Wright* Date: Spring 2019

## Uncollected Children Policy

**Review Date: Spring 2019**

**Next review date: Summer 2021**

**The school's uncollected children policy has been adopted to support safety and well being of our children**

**Our school has the highest regard for the safety of the children in our care – from the moment they arrive to the moment that they leave.**

At the end of every session [morning or afternoon], the school will ensure that all children are collected by a parent, carer or designated adult, in accordance with the Arrivals and Departures policy. If for some reason a child is not collected at the end of a session, the following procedures will be activated.

- After 5 minutes the class teacher or office staff will try to contact the named parent / carer.

If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the Headteacher or senior member of staff will be informed.

- The Headteacher or senior member of staff will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answerphone requesting a prompt reply.

- While waiting to be collected, the child will be asked to wait in the KS2 hall away from the busy exit area to school. Staff will check on the children regularly and if alone a member of staff will stay with the child. The child will be able to access the After School Club provision until 6pm.

- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and it is 5.00pm, the Headteacher/senior member of staff will call the local Children services department for advice.

- In the event of Children's services being called and responsibility for the child being passed to a child protection agency, the Headteacher/senior member of staff will attempt to leave a further telephone message with the parent/carers or designated adults' answerphone. Furthermore, a note will be left on the door of the School's premises informing the parent, carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local Children's services department.

- Under no circumstances will a child be taken to the home of a member of staff, or away from the School's premises unless absolutely necessary, in the course of waiting for them to be collected at the end of a session.

Under no circumstances will a child be left in the care of another parent.

- The child will remain in the care of the school until they are collected by the parent, carer or designated adult, or alternatively placed in the care of Children's services.

- Incidents of late collection will be recorded by the Headteacher/Senior member of staff and discussed with parents/carers at the earliest opportunity.

- If parents and carers are persistently late for After School Club, they will be informed that persistent late collection will result in the imposition of an additional cost or the loss of their child's place at the Club.
- If a child is not collected from after school club, the afterschool club manager will need to get in touch with a senior member of staff whilst also trying to contact all names collated in SIMMs.
- The same procedure will be put in place as outlined above.