



## St Mary's Catholic Primary School, Nursery and Happy Days Club Uncollected Child Policy

*Our school and Happy Days Club 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 the school day the school will ensure that all children are collected by a parent, carer or designated adult. If for some reason a child is not collected at the end of a session, the following procedures will be activated.

- 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 answer phone requesting a prompt reply.
- While waiting to be collected, the child will be supervised by a member of staff who will offer them as much support and reassurance as is necessary or the child will go into Happy Days after school club.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult and it is 5.30pm, 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' answer phone. 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 a child is not collected from Happy Days after school club, the above procedures will be carried out. If, after repeated attempts, no contact is made with the parent, carer or designated adult and it is 7pm, the Headteacher/senior member of staff will call the local Children services department for advice. Procedures will continue as above.

Signed \_\_\_\_\_ Chair of Governing Body

Signed \_\_\_\_\_ Headteacher

Date \_\_\_\_\_