
UNCOLLECTED CHILD POLICY

In the event that a child is not collected by an authorised adult at the end of a day, the school puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified member of staff who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedures

Parents of children starting at the school are asked to provide the following specific information which is recorded on data collection sheets. This information is requested at the beginning of each academic year and parents are asked to inform us if they change phone numbers.

- Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.
- Place of work, address and telephone number (if applicable).
- Mobile telephone number (if applicable).
- Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent.
- Who has parental responsibility for the child.
- Information about any person who does not have legal access to the child.

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they provide us with the information. Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone number.

We apply our child protection procedures in the event that children are not collected from school by an authorised adult within one hour after school has closed.

If a child is not collected at the end of the day, we follow the following procedures:

- We check for any information about changes to the normal collection routines.
- The child is brought to the office but supervised by the class teacher.
- If no information is available, parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the school - and whose telephone numbers are recorded on the Data collection Form - are contacted. These numbers are also available on SIMS.net in the office.
- All reasonable attempts are made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named on the Data Collection form.
- The Head Teacher/ Child protection Officer are informed that the child has not been collected.

- If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, ***we apply the procedures for uncollected children.***
- We contact our local authority children's social services care team or police.
- The child stays at school in the care of staff until the child is safely collected either by the parents or by a social care worker.
- Social Care will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.