



Uncollected Pupils Policy

The school will ensure that all children are collected by a parent, carer or designated adult, in accordance with the Arrival and Collection Policy.

If a child is not collected at the end of the school day, the following procedures must be followed:

- If a parent, carer or designated person is more than 15 minutes late in collecting their child the headteacher or senior member of staff will be informed.
- The headteacher/senior member of staff, in consultation with the school administrator, will organise for the parent/carer or designated adult to be contacted in order to ascertain the cause and length of the delay. If the School are unable to speak to the parent/carer or designated adult in person, a message will be left on any answer phone, where possible, 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.
- If, after repeated attempts, no contact is made with the parent/carer or designated adult, and it is 5.00pm, the head teacher/senior member of staff will call the local Children's Services Department for advice.
- In the event of Children's Services being called and responsibility for the child being passed to the Child Protection Agency, the headteacher or senior member of staff will attempt to leave a further telephone message with the parent/carer or designated adult. A note will also be left on the door of the School's premises, providing a contact number for the local Children's Services Department.
- Under no circumstances, in the course of waiting to be collected, will a child be taken home by a member of staff, or away from the School premises, unless absolutely necessary.
- Under no circumstances will the 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 local Children's Services Department.
- Incidents of late collection will be recorded by the headteacher or senior member of staff and discussed with the parent/carer at the earliest opportunity.

Ratified by Governors: November 2016

Review Date: July 2018