



Uncollected Children Policy

Copley Junior School

Document Type	Policy
Document Ownership	Head teacher
Title of document	Uncollected Children Policy
Status	Final
Created by / Date	Head teacher, January 2017
Agreed by / Date	Curriculum and Standards sub committee, February 2017
Maintained By	Head teacher
Next Review Date	July 2018
Distribution	Network, Hard Copy in central file, Website
Master copy held	Network, Safeguarding folder
Replaces	Uncollected Children Policy 2015

UNCOLLECTED CHILDREN POLICY

BASED ON THE DONCASTER LOCAL AUTHORITY APPROVED POLICY

AUTHOR: EDUCATION SUB GROUP POLICIES AND PROCEDURE TASK GROUP

This policy has been adopted to support the welfare and safety of the children attending Copley Junior School.

It is the duty of Copley Junior School to ensure every child is safely collected by a parent/carer or designated adult at the end of the school day or after the child's attendance at an after school club. In order to promote independence, children in Years 5 and 6 are allowed to walk home on their own after a club during the first Autumn half term and the Summer term, if school has signed permission from parents/carers.

In the event that a child is not collected, the school will follow this agreed procedure:

- If a child is not collected by a parent, carer or designated adult within 20 minutes of the agreed collection time, the Head teacher or a senior member of staff will be informed.
- A member of staff will then call the parent/carer or designated adult and will contact other emergency contact details, to ascertain the reason for delay and how long it is likely to be before the child will be collected. Messages will always be left on mobile phones/answering machines asking for a prompt reply.
- If no contact is established, the child will stay in school with two members of staff who will offer them the necessary support and reassurance required.
- Continuous efforts will be made by a member of staff to make contact with the parent/carer or designated adult. If an hour after the agreed collection time no contact has been made, the Head teacher or a senior member of staff will contact the Local Authority (LA) Social Services.
- In the event that responsibility of the child then passes to the LA Social Services, the Head teacher or a senior member of staff will again try to contact the parent/carer or designated adult, leaving a recorded message if necessary, explaining the action taken.

- Under no circumstances will a child be taken to a member of staff's home. Children will not be allowed to leave in the care of another parent/carer, unless this has been arranged by the parent/carer and the school has been notified.
- The child will remain in the care of school until they are collected by a parent/carer, designated adult or Social Services. In the event that parents or carers who usually pick the child up are unable to do so, the parent must advise the school how to identify the new person who is to collect their child, e.g. by physical description and a pre-determined password.
- Incidents of late collection will be recorded by the member of staff that has dealt with the issue, and will be kept in a central file in the school office.
- Continuous incidents of late collection will be recorded and discussed with parents/carers at the earliest opportunity. Continuous late collection from an after school club may result in the club place being withdrawn.

This procedure will be available for parents/carers to see on the school's website, so that if they are unavoidably late they will be reassured their child is safe at school in the care of a responsible adult.

Policy reviewed and updated by all staff and governors of the Curriculum and Standards sub committee: February 2017