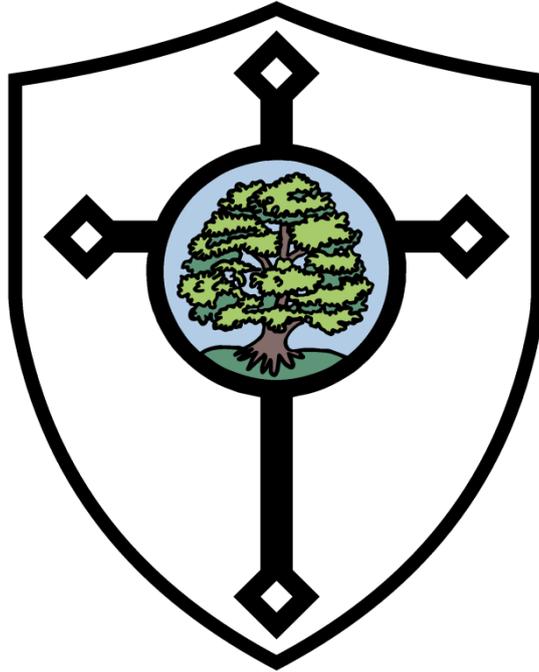


The New Forest C of E (VA) Primary School

at Landford, Nomansland & Hamptworth



Uncollected Children Policy and Procedure

Adopted: May 2015

Last reviewed/approved: January 2018

Review: three yearly

Status: non-statutory

Uncollected Children Policy and Procedure

The New Forest Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. We have adopted the 'Fruits of the Spirit' (Galatians 5:22) as our school values and expect these to be demonstrated by everyone in our school in accordance with our mission statement 'Growing and Learning Together through Christian Values'.

1. Introduction

This policy has been adopted to support the welfare and safety of the children attending The New Forest Primary School.

It is the duty of The New Forest Primary 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.

2. Procedures

Teachers personally say goodbye to each child in their class with a handshake and make sure that the child is being collected by the appropriate person.

Messages regarding alternative arrangements are given to children and their teachers verbally and are also recorded on a designated board in each classroom and in the going home register.

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

- Any child who is not collected immediately at the agreed collection time will be taken to wait in the school entrance area.
- 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.
- The Head Teacher, or senior member of staff, will then call the parent, carer or designated adult, along with any other emergency contact details, to ascertain the reason for delay and how long it is likely to last before the child will be collected. Messages will always be left on an answering machine asking for a prompt reply.
- If no contact is established, the child will stay with at least two members of staff who will offer them the necessary support and reassurance required. In exceptional circumstances the child may be able to access the after school club provision (Stay2Play) at Nomansland if required and numbers allow.
- Continuous efforts will be made by the Head Teacher or other staff member to make contact with the parent, carer or designated adult. If an hour after the agreed collection time no contact has been made, the school will contact the Local Authority (LA) Social Services.
- In the event that responsibility of the child is then passed to the LA Social Services, the Head Teacher will again try to contact the parent, carer or designated adult, leaving a recorded message where possible, explaining the action taken.

- Under no circumstances will a child be taken to a member of staff's home, or allowed to leave in the care of another parent without parental consent.
- 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 are recorded in the 'Late Collection' book and parents will be asked to record details of why they were late collecting their child.
- Any incident that involves Social Services will be recorded on a safeguarding reporting form and stored in the child's file.
- Continuous incidents of late collection will be recorded and discussed with parents/carers at the earliest opportunity.

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.

3. Monitoring and review

This policy is monitored by the governing board, and will be reviewed every three years, or earlier if necessary.

Related policies:

- Safeguarding and Child Protection