



Bellfield Infant School

Uncollected Child Policy EYFS and KS1

At the end of the day the children are only released from the classroom to parent or known **person above the age of 16**, as identified by parents/carers. In the event that a child is not collected by an authorised person at the end of the school day, the school puts into practice agreed procedures. These ensure the child is cared for safely by a qualified practitioner 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 child will be properly cared for.

Procedures for parents

Parents must provide:

- Names, addresses and telephone numbers of persons who are authorised by parents to collect their child from school. We recommend you have a relative or friend who lives reasonably close to the school in case you are unable to collect your child.
- Place of work, address and telephone number of people who have parental responsibility of the child.
- Information about any person who does not have legal access to the child.
- Updated contact details when necessary.
- Completed contact/collection sheets.

On occasion when an unknown/new person will be collecting the child, parents must speak to the class teacher and office to record collector's details on the contact sheet.

If parents are unavoidably delayed they must contact the school office as soon as possible. The office staff will send a message immediately to the appropriate class teacher.

Procedures for uncollected children

1. The School office is informed of the uncollected child and parents/carers are contacted at home or work by 3.25pm.
2. If this is unsuccessful the persons who are authorised by parents to collect their child from the setting and whose telephone numbers are recorded on the contact sheet are then contacted.
3. **If a child has not been collected by 3:30pm and no authorised person can collect there will be a charge of £5.00 for every 15 minutes of lateness.**
4. Headteacher or Deputy Headteacher is made aware of the uncollected child if all reasonable attempts to make contact with parents/carers are unsuccessful by 4.00pm. The child does not leave the premises with anyone other than parents or nominated adult collectors.
5. If no one collects the child and there is no one who can be contacted to collect the child, the Headteacher will contact the local authority social services care team and follow their advice prior to 6.00pm

Written by: GE Simm

Date: Summer 2018

Ratified by Governors:

Date of next review: Summer 2020