



Uncollected Children/Missing from education

At the end of every session (morning or afternoon), the school will ensure that all children are collected by a parent, carer or designated adult, in accordance with the Arrivals and Departures policy.

If for some reason a child is not collected at the end of a session, or from the After School club, the following procedure will be activated:

- 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 or senior member of staff will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone 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 there is no response from parents within 15 minutes the child will be sent to the After School Club provision and parents will be requested to pay for this service.
- If, after repeated attempts, no contact is made with the parent, care or designated adult, and it is 5.00pm, or 6.00pm in respect of the After School Club, the Headteacher/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/senior member of staff will attempt to leave a further telephone message with the parent/carer or designated adult's answer phone. Furthermore, a note will be left on the door of the School's premises informing the parent, carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local Children's Services Department.

Under no circumstances will a child be taken home by a member of staff, or away from the School's premises unless absolutely necessary, in the course of waiting for them to

be collected at the end of a session. Under no circumstances will a 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 Children's Services.

Incidents of late collection will be recorded by the Headteacher/senior member of staff and discussed with the parents/carers at the earliest opportunity.

If parents and carers are persistently late for After School Club, they will be informed that persistent late collection will result in the imposition of an additional cost or the loss of their child's place at the Club.

Missing from education

The national definition of a child missing from education is; "*All children of compulsory age who are not on a school roll, nor being educated otherwise (e.g. at home, privately or in an alternative provision) and who have been out of any educational provision for a substantial period of time (usually agree as four weeks or more).*"

If this is the case the school will follow the guidelines/procedures for a child missing from education, which have been adopted within Sunderland to identify, locate and engage children who are not receiving a suitable education.

<https://togetherforchildren.org.uk/schools/children-missing-education>

Ratified by Governors 24.1.19

Review Spring 2020