



UNCOLLECTED CHILD PROCEDURE

Uncollected Child Procedure

At the close of the day we will ensure all children are collected by a parent, carer or designated adult.

If a child is not collected at the correct time the following actions will take place:

- If a parent, carer or designated adult is more than 10 minutes late in collecting their child the Head Teacher / Class Teacher will be informed.
- The HT / Class Teacher will request office staff (if office staff are unavailable the Head Teacher / Class Teacher will do this themselves) try to contact the parent, carer or designated adult by telephone.
- If unsuccessful the Nominated person will try to speak to any nominated contact person by telephone.
- The HT / Nominated person will continue to try to contact parents, carers or any other emergency contact person at 10 minute intervals throughout the remainder of the day.
- The child will remain the responsibility of the school and in no circumstances will be taken from the school by any person who is not authorised to collect the child.
- If, using all available contact numbers, the HT / Nominated person has been unsuccessful in identifying a reason for the delay in collection and a suitable contact is not available to collect the child the HT / Nominated Person will contact First Contact on 03000 26 79 79.
- Two members of staff will remain on the premises with the child. Under no circumstances will the child be taken to the home of a member of staff or any other unauthorised person.
- If school has no alternative but to leave the child with the Social Care, the HT /Nominated person will try to contact Parents leaving recorded messages where possible explaining what action has been taken.

The HT / Nominated person will record all incidents of late collection which will be discussed with parents or carers at the earliest opportunity.