



Uncollected Child(ren) Policy

2024-25

Document Control

The owner of this policy is the Headteacher and Governors and all changes should be referred to the Headteacher in the first instance. Any printed copies of this document are for reference only and the definitive version is held electronically by the School Office.

Revision History

Version	Date	Changes	Author(s)

Approval

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Review Period

This policy will be reviewed every XX years.

Version	Date of next review

Together we learn and grow.

If a child has not been collected by a parent at the end of a session a member of staff will stay with the child for 10 minutes and will ensure that the child is happy and safe while other staff are tidying up. After this time the class teacher will ensure the child is supervised and go to the school office to telephone the person identified on the pupil contact sheet as the person responsible for that child. If that person is unavailable the class teacher will continue to telephone other people on the contact list until contact is made.

Members of staff will stay with the child until an adult can come to school and collect the child. If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the Headteacher or senior member of staff will be informed, and the child will be taken to the after-school club provision. Parents will be charged for the use of the after-school club provision.

- 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 answerphone requesting a prompt reply.
- While waiting to be collected, the child will be supervised staff who will offer them as much support and reassurance as is necessary.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and it is 5.00pm, the Headteacher/senior member of staff will call the local Children services department for advice. Tel no: 01629 53 53 53
- In the event of Children's services being called and responsibility for the child being passed to a child protection agency, the Headteacher/senior member of staff will attempt to leave a further telephone message with the parent/carers or designated adults' answerphone. 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 to the home of 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 and discussed with parents/carers at the earliest opportunity.