



**Greenmount Primary School**

# **UNCOLLECTED CHILD POLICY**

**June 2019**

**Together, we nurture the future**

## 1 Document Information

|                             |                                    |
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| <b>Title:</b>               | <b>Uncollected Child Policy</b>    |
| <b>Status:</b>              | <b>Final</b>                       |
| <b>Current Version:</b>     | V 1.1                              |
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| <b>Approving Committee:</b> | Full Governing Body                |
| <b>Approved by:</b>         | Steven Vaughan, Chair of Governors |
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| <b>Review Frequency:</b>    | Every year                         |
| <b>Next Review</b>          | Autumn Term 2022 (First Half)      |

| Version History |             |                           |
|-----------------|-------------|---------------------------|
| Version         | Date        | Description               |
| 1.0             | Autumn 2010 | Initial version           |
| 1.1             | June 2019   | Review with minor changes |
|                 |             |                           |

## 2 Contents

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## 3 Statement of policy

In the event that a child is not collected by an authorised adult at the end of a session/day, staff put into practice agreed procedures. These ensure that the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

We inform parents/carers of these procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

## 4 Procedures

Parents/carers of children starting at the school are asked to provide the following specific information which is recorded on the school's data collection form, which is updated each year, or when details change.

- Home address and telephone number – if parents/carers don't have a telephone or may be unavailable, alternative contact numbers must be given (neighbour/close relative, for example). There should be 4 contacts available
- Place of work, address and telephone number, if applicable
- Mobile telephone number(s)
- Names, addresses and telephone numbers of adults who are authorised by the parent/carer to collect their child
- Who has parental responsibility for the child
- Information about any person who does not have legal access to the child and any court orders pertaining to this

On occasions when parents are aware that they will not be at home/work, they are asked to inform us in writing of how they can be contacted.

If parents or the persons normally authorised to collect the child are not able to collect the child, they are asked to provide us with written details of the name, address and telephone number of the person who will be collecting their child or, in upper Key Stage 2, of arrangements made for their journey home. We will agree with parents in EYFS/KS1 how to verify the identity of the person who is to collect their child.

Parents/carers are informed that if they are not able to collect their child as planned, they must inform us so that we can begin to take back-up measures. We provide parents/carers with our contact details.

We inform parents that we apply child protection procedures in the event of their child not being collected by an authorised adult within one hour of closure, and when the staff are no longer able to supervise the child on the school premises (please see below).

If a child is not collected at the end of their session/school day, *under no circumstances* are staff permitted to go in search of parents/carers or to take the child home with them. If such a situation arises, we follow the following procedures:

- 4.1** The child's file is checked for any information about changes to their normal collection routine
- 4.2** If no information is available, parents/carers are contacted at home/work or on their mobile numbers
- 4.3** If this is unsuccessful, other authorised adults are contacted in the order given on the registration form/data collection sheet.
- 4.4** All reasonable attempts are made to contact parents/nominated carers
- 4.5** In cases where no other arrangements have been made, the child should not leave the premises with anyone other than those named on the registration/data collection form or in their file
- 4.6** If no-one collects the child after one hour and there is no-one who can be contacted to do so, we will contact the Local Authority Children's Social Services Multi Agency Safeguarding Hub on 0300 555 1381 for guidance
- 4.7** The child will remain at Greenmount in the care of two members of staff until he/she is safely collected either by parent/carers or by a social worker

- 4.8** Social Services will aim to find the parent/carers or a relative. If they are unable to do so, the child will become looked after by the Local Authority
- 4.9** A full written report of the incident should be made and kept on the child's file
- 4.10** Depending on the circumstances, Greenmount Primary School reserves the right to charge parent/carers for additional childcare costs incurred