



Uncollected Child Policy

In the event that a child is not collected by an authorised adult at the end of a session/day, the school puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child, 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/ren will be properly cared for.

Procedures

Parents must provide on the contact forms:-

- Names, addresses, and telephone numbers of adults who are authorised by the parents to collect their child from the school.
- Place of work, address and telephone number (if applicable).
- Who has parental responsibility for the child.
- Information about any person who does not have legal access to the child.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us of how they can be contacted.
- On occasions when parents or the normally authorised persons cannot collect the child, they provide us with details of who will be collecting the child, and some form of verification to identify this person. Please refer to Password Policy.
- Parents are informed that if they are not able to collect the child as planned, they must inform us so that we know the reason for their late arrival. We provide parents with our contact telephone number.

If a child is not collected at the end of the session/day, we follow the following procedure:-

- We check with office staff if they have been informed of any information from parent/carers. If no information is available, parent/carers are contacted at work or home.
- If this is unsuccessful, the adults who are authorised by the parents on the contact forms are contacted.
- All reasonable attempts are made to contact the parents/carers or nominated carers.
- The child is cared for at the school by suitable staff.
- The child does not leave the school with anyone who is not on the contact form, unless the parent has given their permission to the school.
- If no-one collects the child and there is no-one who can be contacted to collect the child, we inform the Headteacher who has responsibility for child protection.
- The Headteacher will contact First Response for advice for non collection of a child. If the Headteacher is unavailable the Deputy Headteacher will contact First Response.
- This information will be recorded and kept in the child's file.
- If a child is not collected at the end of after school provision all of the previously mentioned procedures will be followed by the Senior Play Leader. If the Headteacher or Deputy Headteacher is not on the school premises, the Senior Play Leader will contact First Response for advice.