



Policy	Uncollected Child Policy
Responsibility of	Senior Leadership Team
Reviewed by	GH
This Review Date	July 2019
Next Review Due	July 2022

**Policy Statement:**

In the event that a child is not collected by an authorised adult at the end of the school day (or a club) staff will put into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified member of staff who is known to the child and 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 our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

**Procedures:**

Parents are asked to provide the following specific information which is recorded on our Registration Form:

- Home address and telephone number.
  - Mobile telephone number (if applicable).
  - Place of work, address and telephone number (if applicable).
  - Names and telephone numbers and signatures of adults who are authorised by the parents to collect their child from school, for example a childminder or grandparent who has parental responsibility for the child.
  - Information about any person who does not have legal access to the child e.g. restrictions in place from a court order.
  - If the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close friend.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they must inform us in writing of how they can be contacted.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they must provide us with written details of the name, address and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child. In extreme emergencies we do accept verbal permission and record details discussed.

- Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone number.
- We inform parents that we apply our safeguarding children policy and procedures in the event that their child is not collected from school by an authorised adult within one hour of the end of the school day or earlier if the staff can no longer supervise the child on the premises.

**If a child is not collected at the end of the school day, we follow the following procedures:**

- If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
  - We contact our Local Authority Social Care Team:
  - The child stays at the school in the care of two fully vetted workers until the child is safely collected either by the parents or a social care worker.
  - Social Care will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.
  - Under no circumstances do staff go to look for the parent, nor do they take the child home with them.
  - The child's information file is checked for any changes to the normal collection routines.
  - If no information is available, parents/carers are contacted at home or at work.
  - If this is unsuccessful, the adults who are authorised by the parents to collect the child from school – and whose telephone numbers are recorded on the Registration Form – are contacted.
  - All reasonable attempts are made to contact the parents or nominated carers.
  - The child does not leave the premises with anyone other than those named on the Registration Form or in the child's file.
  - A full written report of the incident is recorded in the child's file unless exceptional circumstance permission has been granted.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff if their child is not collected. This will be charged at £5.00 per 15 minutes as overtime will need to be paid to staff. This fee will accrue in 15 minute time slots i.e. 30 minutes will be £10.00 etc. If (after 15 minutes at the end of the school day) your child has not been collected and there is space in the after school club (BLAST) your child will be cared for by them and fees will be administered inline with their payment criteria.

**This policy can also be read in conjunction with**  
Woolenwick Junior School's Safeguarding Policy