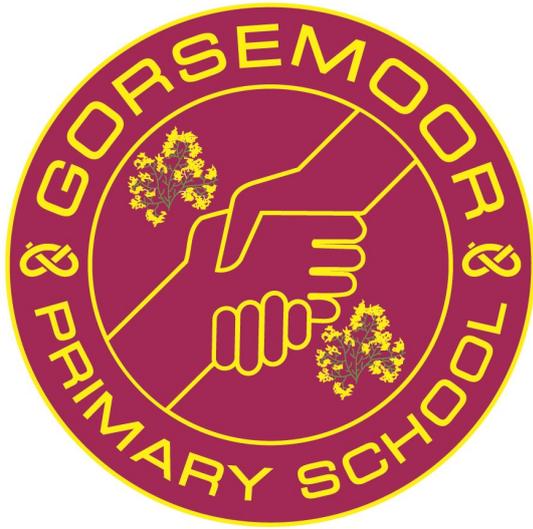


Uncollected Child Policy



Date of Issue: April 2016
Review Date: April 2017

Approved by the Full Governing Body
on 15th June 2016

Audience:	Staff/Governors/Public
Frequency of Review:	Annually
Postholder responsible for Review:	Headteacher

Recommended associated documents: Safeguarding policy



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 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.
- Parents are informed that if they are not able to collect the child as planned, they must contact 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 to see 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 Head teacher who has responsibility for child protection.
- The Head teacher will then follow the procedures of the Staffordshire Safeguarding Children Board.
- This information will be recorded and kept in the child's file.