



Uncollected Child Policy



Review Date: March 2019

Next Review: March 2020



This policy is underpinned by Newton on Trent Church of England School's core Christian values of Love, Kindness, Peace, Courage, Respect and Honesty. In the event that a child is not collected by an authorised adult at the end of the day, the school puts into practice agreed procedures. These ensure that through our values, the child is cared for safely by an experienced and qualified practitioner who is known to the child. Our main priority is to ensure the child receives a high standard of care in order to cause as little distress to the child as possible. Newton on Trent Church of England School informs parents/carers of our policy and procedures so that, if they are unavoidably delayed, they will be reassured that their children will be cared for adequately.

Procedures

When registering a child at our school, Parents will provide following information:

- Names, addresses, and telephone numbers of adults who are authorised by the parents to collect their child from 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 will inform us of how they can be contacted.
- On occasions, when parents or the normal authorised persons cannot collect the child, they provide us with details of who will be collecting the child, and some sort 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 the late arrival.
- Parents are informed that if there is a change in who is collecting the child from school, they must contact the school and inform them of these changes. If a child is being collected by an unauthorised adult, a person with parental responsibility must inform the school of these changes.
- Parents are informed that they must contact the office directly or staff responsible through the school number and not through staff members personal numbers.
- We provide parents with our contact telephone number.
- Information given by parents will also be used if their child is attending our after-school club Cheerios. The procedures for uncollected children relate to the end of the school day and the end of the after-school sessions.

When a child is not collected from school, the following procedures will be followed:

- Staff who have had responsibility for the child (teacher or Cheerios staff) will check with the office staff to see if they have been informed.
- If no information has been given, parents/carers are contacted at work or at 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 will be cared for at the school by suitable staff. (In most cases, children will be placed in our after-school care Cheerios until the child is collected)
- We reserve the right to charge for care given to children through Cheerios when a child is uncollected.
- 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 within one hour, we inform the Head teacher who has responsibility for child protection.
- The Head teacher will then follow the procedures of the Lincolnshire Safeguarding Children Board.
- The child will continue to be cared for by two fully qualified members of staff until the child is safely collected by either the parents or by 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 will staff look for the parent, nor will they take a child home with them.
- This information will be recorded and kept in the child's file.
- It is the parents'/guardians' responsibility to ensure their child is collected from school on time. Late collections are logged and any persistent failures in collecting your child may result in a referral to Lincolnshire Children's services.