

Signed:

Dated: **October** 2020

Review: October 2022 [or sooner if required]

Uncollected Child

We aim to provide a safe, secure, healthy and pleasant learning environment for all our children, school personnel and visitors. We have in place security procedures that will reassure parents that their children are safe from the time they arrive at school to the time they leave.

We will ensure that at the end of the morning session or at the end of the school day all children are collected by their parents/carers or a designated adult. Parents will feel confident that in the event that they are late in collecting their child on time that the school has in place procedures that will ensure the safety and security of their children. Children will remain in the care of the school until they are collected by their parent/carer or a designated adult.

Aims

- To ensure the safety and security of children not collected on time at the end of the morning session or at the end of the school day.

Procedures:

Role of the Governing Body

- The GB has:
 - delegated powers and responsibilities to the Headteacher to make the school a safe and secure environment;
 - nominated a link governor to be responsible for Health and Safety including school security and to visit the school regularly, to liaise with the Health and Safety coordinator and to report back to the GB;
 - responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

- The Headteacher will:
 - ensure procedures are in place to ensure the safety and security children not collected on time;
 - ensure school personnel, parents and children are aware of these procedures;
 - monitor the effectiveness of this policy.

Role of School Personnel

- School personnel will:
 - be aware of this policy;
 - implement this policy;
 - reassure a child who has not been collected on time that they have not been forgotten;
 - call the parent/carer or designated person after five minutes of waiting;
 - try other emergency contact numbers if the parent/carer cannot be contacted;
 - wait with the child providing as much support and reassurance as is necessary;
 - not release a child into the care and supervision of another adult until they have verbal permission from the parent/carer;
 - not allow a child to go home alone even with the telephone consent of the parent/carer;
 - not escort or take children home;
 - contact the local Children Services department [open case families only] if after repeated attempts no contact is made with the parent/carer or designated person;
 - make a home visit if after a risk assessment this is agreed to be safe
 - contact the Police if there are concerns or contact has not been established;
 - [Headteacher or DSL] will refer children to Children Services;
 - leave a message and contact number for the parent/carer or designated person informing them that their child is being looked after by the local authority;
 - record all incidents of late collection;

- meet with parents who are persistently late in collecting their children.

Role of Parents

- Parents must:
 - be aware of this policy;
 - ensure the school has up to date contact details including emergency telephone numbers;
 - have the school's contact details;
 - ensure that their children are collected promptly;
 - contact the school to explain that they will be late to collect their child;
 - contact the school to explain that they will be late to collect their child and that a designated person known by the school will be collecting their child.

Monitoring the Effectiveness of the Policy

- Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the governors.