



Ruishton C of E Primary School Uncollected child Policy

Date: January 2019
To be Reviewed: January 2021

In the event that a child is not collected by an authorised adult by their expected collection time, Ruishton C of E Primary School will put into practice agreed procedures. The child will receive a high standard of care in order to cause as little distress as possible.

This policy will be made available to parents on the school website or as a paper copy so that, if they are unavoidably delayed, they are reassured that their children will be properly cared for.

Procedures

Parents are asked to provide the following specific information when their child starts attending Ruishton C or E Primary School and this is recorded on their Registration Form and on SIMS:

- Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.
- Place of work, address and telephone number (if applicable).
- Mobile telephone number (if applicable).
- Names, addresses, and telephone numbers of at least 2 other adults, (other than parents/carers), who are authorised to collect their child from the 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.

On occasions when parents are aware that they will not be at home or in their usual place of work, they 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 provide us with details of the name of the person who will be collecting their child. We will agree with parents how to verify the identity of the person who is to collect their child. This is usually in the form of a password.

Parents are informed that if they are not able to collect the child as planned, they must inform the school so that we can begin to take back-up measures.

If a child is not collected at their expected collection time, the following procedures are followed:

- The child's file is checked for any information about 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 their child - 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.

- If no-one collects the child within one hour of their expected collection time and there is no-one who can be contacted to collect the child, we will apply the procedures for uncollected children as set out below.

The Uncollected Child Procedure

After an hour, Social Care will be contacted and informed that we have an uncollected child.

The child will stay at the school in the care of two members of staff until the child is safely collected either by the parents or by a social care worker.

Under no circumstances will a member of staff go to look for the parent, nor leave the school with the child.

We will ensure that the child is not anxious and will not discuss any concerns in front of them.

A full written report of the incident is recorded in the child's file.

Signed: _____
Head teacher / Safeguarding lead

Date: _____