

# **Skirlaugh CE Primary School**

***'a caring Christian community where everyone matters'***

## **Uncollected Child Policy**

### **Introduction**

In the event that a child is not collected by an authorised adult at the end of the session/day, we will put into practice these agreed procedures to ensure the child is cared for safely by an experienced and qualified practitioner. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

### **Process**

Parents of children attending the school are asked to provide the following specific information which is recorded on our Registration Form.

- Home address and telephone number
- Work telephone number (if applicable)
- Mobile telephone number (if applicable)
- In case of emergency contact telephone number
- Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the setting, 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 or the persons normally authorised to collect the child are not able to collect the child, they provide us with written details of the name, address and telephone number of the person who will be collecting their child.

## **End of school day**

If a child is not collected at the end of the school day (3.30pm) and they are not booked to stay for After School Club we will follow these procedures:

- The child's diary is checked for any additional information about changes to the normal collection routines
- If no information is available, parents/carers are contacted on the numbers provided
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting – 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 will not leave the premises with anyone other than those named on the Registration Form or in their diary
- The child will stay at the setting in the care of the After School Club until the child is safely collected by parent or carer. We reserve the right to charge the parents the rate of £6.50 for the After School Club session
- If no-one collects the child at the end of session (5.30pm) and there is no-one who can be contacted to collect the child, we will contact the out of hours Children's Social Care Team
- Staff will not leave the premises to go to look for the parent, nor will they take the child home with them/drop them off.

## **End of After School Club**

As the school office closes at 4.30pm, parents will be provided with an out of hours contact number should they need to make any calls regarding their child staying at the After School Club.

If a child is not collected at the end of After School Club (5.30pm) we will follow the following procedures:

- The child's diary is checked for any information about changes to the normal collection routines
- If no information is available, parents/carers are contacted on the numbers provided

- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting – 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 will stay at the setting until the child is safely collected by parent or carer. We reserve the right to charge for any additional hours worked by staff.
- The child will not leave the premises with anyone other than those named on the registration form or in their diary
- If no-one collects the child by 6pm and there is no-one who can be contacted to collect the child, we will contact the out of hours Children's Social Care Team
- Staff will not leave the premises to go to look for the parent, nor will they take the child home with them/drop them off.

**If the Social Care Team are contacted:**

- The child will stay at the setting in the care of two members of staff until the child is safely collected by the social worker
- The Social Care Team 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
- A full written report of the incident is recorded in the child's file and provided to the Social Care Team.