

## **St Joseph's RC Primary School**



### **Uncollected Children Policy**

At the end of every session (morning or afternoon), the school will ensure that all children are collected by a parent, carer or designated adult unless the parent has specified otherwise and that the child (who must be in KS2) is allowed to walk home alone.

- If a parent, carer or designated adult is more than 20 minutes late collecting their child, the Head Teacher, Office Manager or a senior member of staff must be informed.
- That member of staff will call the parent, carer or designated adult and use any other emergency contact details available to try to ascertain the cause for the delay and how long it is likely to last. Messages will always be left on any answer phones requesting an immediate reply.
- While waiting to be collected the child must be supervised by a member of staff who will offer them as much support as is necessary.
- If, after repeated attempts, no contact has been made with parent, carer or designated adult, and it is 4.00pm the Head Teacher/senior member of staff will call the local Children's Services Department for advice.
- In the event of Children's Services being called and responsibility for the child passed to a child protection agency, the Head Teacher/senior member of staff will attempt to leave a further message with the parent, carer or designated adults' answer phone. Furthermore, a note will be left on the door of the School's premises informing the parent, carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local Children's Services Department.
- Under no circumstances will a child be taken to the home of a member of staff, or away from the school's premises unless absolutely necessary, in the course of waiting for them to be collected at the end of a session. Under no circumstances will a child be left in the care of another parent.
- The child will remain in the care of the school until they are collected by the parent or designated adult, or alternatively placed in the care of the Children's Services Department.
- Incidents of late collection will be recorded by the Head Teacher, Office Manager or senior member of staff and discussed with parents/carers at the earliest opportunity.

If parents/carers are persistently late, they will be informed that persistent late collection will result in the Education Welfare Officer and Parent Liaison Officer calling to their address.