



MILECASTLE PRIMARY SCHOOL: PROCEDURES FOR UNCOLLECTED CHILDREN

On rare occasions children are not collected from school at the end of the school day at 3.10 pm or at the end of a pre-arranged extra-curricular activity. (note these times may vary but are always known in advance). These guidelines are based on those devised with Children's Social Care and the Police and are written to help staff respond sensitively and consistently to ensure the safety and welfare of the children.

GENERAL

- School will ensure that full contact information is received promptly from all parents/carers and that it is regularly updated.
- Parents/carers also have a responsibility to ensure that accurate and up to date information is supplied to school.
- School will inform parents and carers that if a child is not collected from school at the end of the day, the non-collection procedure will be followed.

NON-COLLECTION OF A CHILD

If a child has not been collected 15 minutes after the due time the following steps will be taken:

- A check will be made for information about changes to the normal collection routines.
- Reasonable attempts will be made to contact:
 - ✓ parents/carers at home or at work.
 - ✓ other adults authorised to collect the child from school.
- The child should not leave the premises with anyone other than parents or nominated carers.
- If no-one can be contacted to collect the child after an hour, the relevant Children's Social Care Area Team or Police will be contacted.
- The child will be kept safely in the school entrance, cared for by members of staff until safely collected by the parents, a nominated carer, social worker or police.
- Children's Social Care will assess the child's situation and find appropriate and safe alternative accommodation if needed.
- Under no circumstances will school staff attempt to look for the parent, nor will they take the child home with them.
- A full written report of the incident must be recorded and logged in the school's/child's safeguarding file.

****PLEASE ALSO REFER TO THE SCHOOL IMPROVEMENT SERVICE GUIDELINES FOR CONTACT SOCIAL SERVICE AND POLICE TELEPHONE NUMBERS.**