

Wychbold First and Nursery School  
After School club (Swifts and Swallows)

Uncollected Child Policy

We expect children to be collected before the end of the session at 5.45pm. If this should not occur, and parents have not contacted Mrs Strawbridge (School Secretary) or Mrs Maycroft (Swift & Swallows Supervisor), we will assume an emergency has caused the delay and instigate the procedure below.

1. At 5.55pm, Claire Howitt (Headteacher) will be contacted on her mobile if not already present, to check there has not been a message and inform her of the situation.
2. Claire Howitt will carry out the rest of the procedure, if Claire Howitt is not contactable, the lead supervisor, Kim Maycroft should conduct the rest of the procedure.
3. Attempt to contact the main carer.
4. Attempt to contact the rest of the numbers/emergency contacts, leaving messages on answer machines or voicemail.
5. Repeatedly try to contact all given numbers every few minutes.
6. If the parent arrives, they should be informed that the late pick up charge will be added to this week's fees.
7. At 6.30pm, if not already present and if possible Claire Howitt will come to the Swift and Swallows club.
8. At this point a decision may be made to contact social services and/or the police.
9. At 6.45pm if contact has not successfully been made to any contact numbers for the child the child may be taken home by either Claire Howitt or agreed senior member of school staff. The police/social services will be informed of this.
10. The designated person will remain with the child until a resolution is reached.
11. A sign will be secured on the gate stating:

**A child has been uncollected today and has gone home after an hour wait with a member of staff. Please telephone (relevant number) immediately. The policy/social services have been informed.**

The above procedures will also be initiated if a child is uncollected at the end of the school day. 3.15pm.