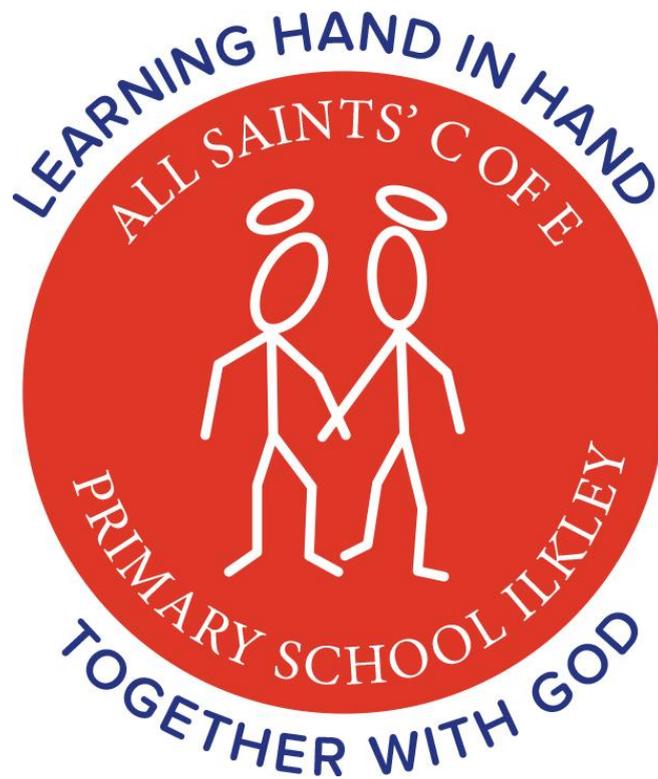


All Saints' CE Primary School



Uncollected Child Policy

Approved:

Revised:

Review date:

Author:



All Saints' CE Primary School, Uncollected Child Policy

In the event that a child is not collected by an authorised adult by their expected collection time, All Saints' C of E Primary School and the Little Saints' Club (LSC) will put into practice agreed procedures. The child will receive a high standard of care and we will not discuss our concerns in front of them in order to cause as little distress and anxiety as possible. 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 forms in their file unless express permission has been given by the parent for their child's collection on that day.

Late Collection of Children from School

If there will be a delay in collecting your child from school, parents should contact the school office during office hours (8.30am-4pm).

If a child remains uncollected for more than 15 minutes after the end of the normal school day, and we are unable to contact any of the emergency contacts held on the school database, the following action will be taken:

- If the child is registered with the LSC and we have capacity to accommodate them, they will be looked after by the LSC staff until they are collected by an authorised person. Parents will be charged for the session that they attended and may also be asked to make a contribution towards any additional staffing arrangements that have been put in place to accommodate the child. If they remain uncollected when the LSC closes the Uncollected Child Procedure will be followed. *Or;*
- If the child is not registered with the LSC they will be unable to attend and the Uncollected Child Procedure will be followed.

Late Collection of Children from the Little Saints' Club

If there will be a delay in collecting your child from the LSC, parents should contact the school office during office hours (8.30am-4pm) or on the LSC mobile number out of office hours to let us know. If a child is collected after 6pm, parents will be charged a late payment fee of £3.75 per 15 minutes on top of the normal rates for attendance at the LSC. You may also be asked to make a contribution towards any extra staff wages and transport costs incurred.

If a child remains uncollected for more than 15 minutes after the LSC closes, and we are unable to contact any of the emergency contacts held on the school database, the Uncollected Child Procedure will be followed.

Uncollected Child Procedure

If no-one collects the child at their expected collection time and school has been unable to contact the parents (or the adult responsible for collecting the child), the person in charge will attempt to contact the additional emergency contact numbers held on the school database. Please note emergency contact person's unknown to us will need to provide a form of ID to enable them to collect the child.

If contact cannot be established with the parents or emergency contact person, within one hour of their expected collection time, the Headteacher or Deputy Headteacher will be contacted and advised of the circumstances in respect of the child.

If there's a failure to locate either parents or emergency contacts Bradford Children's Social Care Team or the out of hours Duty Officer will be contacted.

The child will stay at school within the care of two fully qualified members of staff until the child is safely collected either by the parents, an authorised adult, or by a social care worker. Social care 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. Under no circumstances will we go to look for the parent, nor leave the premises with the child. A full written report of the incident is recorded in the child's file. Depending on circumstances, we reserve the right to charge parents for any additional staff wages and transport costs incurred.