



Toft Hill Primary School

Policy for Uncollected Child Procedure

Adopted by Governing Body November 2017

Signed _____(Chair of Governors)

Signed _____(Headteacher)

Date of review November 2019

Toft Hill Primary School Uncollected Child Procedure

At the close of day we will ensure all children are collected by a parent, carer or designated adult.

If a child is not collected at the correct time the following actions will take place:

- If a parent, carer or designated adult is more than a few minutes late in collecting their child the Head Teacher/ Deputy Head Teacher/ nominated person on duty will be informed
- The Head Teacher/ Deputy Head Teacher/ nominated person on duty will try to contact the parent, carer or designated adult by telephone
- If unsuccessful the Head Teacher/ Deputy Head Teacher/ nominated person will try to speak to any nominated person by telephone
- The child will remain the responsibility of the school and in no circumstances will be taken from the school by any person who is not authorised to collect the child.
- If after 10 minutes no contact has been made, the child will be taken to After School Care Club
- If, using all available contact numbers, the Head Teacher/ Deputy Head Teacher/ nominated person has been unsuccessful in identifying a reason for the delay in collection and a suitable contact is not available to collect the child by the end of After School Care Club the Head Teacher/ Deputy Head Teacher/ nominated person will contact Social Care Direct
- Two members of staff will remain on the premises with the child. Under no circumstances will the child be taken to the home of a staff member or any other unauthorised person
- If the school has no alternative but to leave the child with Social Care, the Head Teacher/ Deputy Head Teacher/ nominated person will try to contact the Parents leaving recorded messages where possible explaining what action has been taken.

The Head Teacher/ Deputy Head Teacher/ nominated person will record all incidents of late collection which will be discussed with parents and carers at the earliest opportunity.