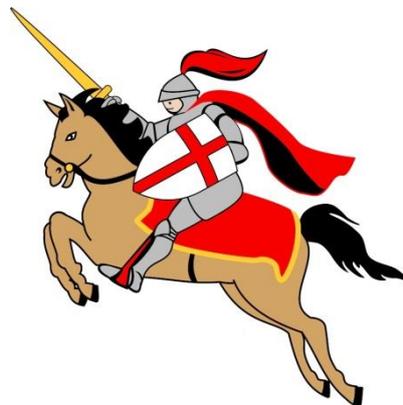


CONISBROUGH IVANHOE PRIMARY ACADEMY



Uncollected Children Policy

PERSON RESPONSIBLE FOR POLICY:	KAREN WILD DEPUTY HEAD
APPROVED:	JANUARY 2018
SIGNED:	
TO BE REVIEWED:	DECEMBER 2019

Based on the Doncaster Local Authority approved policy written by the Education Sub Group Policies and Procedure Task Group

This policy has been adopted to support the welfare and safety of the children attending Conisbrough Ivanhoe Primary Academy.

It is the duty of Conisbrough Ivanhoe Primary Academy to ensure every child is safely collected by a parent, carer or designated adult, at the end of the school day or after the child's attendance at an after school club unless permission has been granted for the child to walk home alone. In the event that a child is expected to be collected but is not collected, the school will follow this agreed procedure:

- If a child is not collected by a parent, carer or designated adult within 20 minutes of the agreed collection time, the headteacher or a senior member of staff will be informed.
- The parent, carer or designated adult will be telephoned, along with any other emergency contact details, to ascertain the reason for delay and how long it is likely to last before the child will be collected. Messages will always be left on an answering machine asking for a prompt reply. A text message will also be sent to mobile phones.
- If no contact is established, the child will stay with members of staff (2 wherever possible) who will offer them the necessary support and reassurance required. The child will be able to access after school club provisions.
- Continuous efforts will be made by the teacher/office staff/Designated Safeguarding Team to make contact with the parent, carer or designated adult. If after 1 hour no contact has been made, a member of the school management team will contact the Local Authority (LA) Social Services and the police will be informed. **Please note, in the case of Tea-Club, this procedure will commence 30 minutes after the agreed pick-up time. Parents of children attending Tea-Club should contact Nursery direct on the Nursery Mobile number if they are going to be late picking up their child/ren.**
- In the event that responsibility for the child is then passed to the LA Social Services, a member of the management team will again try to contact the parent, carer or designated adult, leaving a recorded message where possible, explaining the action taken.
- Under no circumstances will a child be taken to a member of staff's home, or allowed to leave in the care of another parent unless agreed with LA Social Services.
- The child will remain in the care of school until they are collected by a parent, carer, designated adult or Social Services. In the event that parents or carers who usually pick the child up are unable to do so, the parent must advise the school how to identify the new person who is to collect their child, e.g. by physical description and a pre-determined password.
- Incidents of late collection will be recorded by the headteacher or senior staff that dealt with the issue, and kept in the child's record folder.
- Continuous incidents of late collection will be recorded and discussed with parents/carers as soon as the earliest opportunity.

This procedure will be available for parents/carers to see on the schools website, so that if they are unavoidably late they will be reassured their child is safe at school in the care of a responsible adult.