

The Ivory Federation

Propps Hall Junior, Infant and Nursery School Springhead Infant and Nursery School Rushcroft Primary School

UNCOLLECTED CHILD

RATIONALE

We aim to provide a safe, secure, healthy and pleasant learning environment for all our children, school personnel and visitors. We have in place security procedures that will reassure parents that their children are safe from the time they arrive at school to the time they leave.

PURPOSE

- To ensure the safety and security of children not collected on time at the end of the school day.
- Follow Local Authority Guidance on the staged response to dealing with an uncollected child.

BROAD GUIDELINES

- The Senior Leadership will ensure procedures are in place to ensure the safety and security of children not collected on time.
- The Senior Leadership will ensure school staff, parents and children are aware of these procedures.
- Staff will ensure that at the end of the school day all children are collected by their parents and carers or a designated adult.
- Staff will make sure the children in their class are aware of and comply with this policy; that they listen carefully to all instructions given by the teacher and ask for further help if they do not understand.
- Staff will ensure that children are not released to anyone unknown to the school or anyone under the age of sixteen, birth certificates are required for older siblings who are picking up after school.
- Staff will reassure the child who has not been collected on time that they have not been forgotten. They will call the parent/carer or designated person **after five minutes** of waiting and try other emergency contact numbers if the parent/carer cannot be contacted and wait with the child providing as much support and reassurance as is necessary.
- **After 15 minutes** the staff member will inform a member of the Senior Leadership Team of the situation.
- **After 60 minutes** the Executive Headteacher or member of the SLT will contact the police (uniform) and social care to inform them of the concern and potential issue.
- The police will liaise with the school and social care to inform them of the next steps.
- If the child has attended an after-school activity all the above applies, however the time scale changes to **30 minutes** of waiting before the police and social care are informed.
- We will record all incidents of late collection on CPOMs and inform Social Care if parents are persistently late for more than 30 minutes on several occasions.
- Close monitoring of persistent lateness will be carried out by school personnel. The senior leadership will share the monitoring concerns with the parent/ carer. Continuation of lateness will result in after school charges being applied. The charges for time will align with those for after school wrap-around care.

CONCLUSION

The implementation of this policy will ensure that all children are collected by their parents/carers or a designated adult within a specific and acceptable time frame. Parents will feel confident that if they are late in collecting their child on time, the school has in place procedures that will ensure the safety and security of their children.

This policy was revised in Sept 2024