



**St. John the Baptist**  
Catholic Primary School

*We will prepare the way by loving, living and learning with the Lord*

# Uncollected Child Policy

**Audience:** Staff/ Governors/ Public

**Frequency of Review:** Annually

**Postholder Responsible for Review:** Headteacher

**Recommended Associated Documents:**

Safeguarding Policy

Child Protection Policy

Home/ School Agreement

**Approved by the Full Governing Body – March 2017**

**Review – March 2017**

In the event that a child is not collected by an authorised adult at the end of a session/day, the school puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child, in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their child will be properly cared for.

## **Procedures**

### **Parents must provide on the contact forms:-**

- Names, addresses, and telephone numbers of adults who are authorised by the parents to collect their child from the school.
- Place of work, address and telephone number (if applicable).
- Who has parental responsibility for the child?

### **It is a parental responsibility to:-**

- Ensure that the school always has a record of up-to-date contact details.
- Contact the school on the rare occasions that they are not able to collect the child as planned, advising the reason for their late arrival, and estimated time of collection.
- Provide us with details of who will be collecting their child and some form of verification to identify this person, on occasions when parents or the normally authorised persons cannot collect the child.

### **If a child is not collected at the end of the session/day, we follow the following procedure:-**

- We check with office staff to see if they have been informed of any information from parent/carers.
- If no information is available, parent/carers are contacted at work or home.
- If this is unsuccessful, the adults who are authorised by the parents on the contact forms are contacted.
- All reasonable attempts are made to contact the parents/carers or nominated carers. The child is cared for temporarily at the school by suitable staff.
- If space is available the child may be cared for in our after school club, charges would then be applied accordingly.
- The child does not leave the school with anyone who is not on the contact form, unless the parent has given their permission to the school.
- If no-one collects the child and there is no-one who can be contacted to collect the child, we inform the Head teacher who has responsibility for child protection.
- The Head teacher will then follow child protection procedures. This could result in contacting the police.

If non collection or late collection is a regular occurrence, early help will be offered by the school in the first instance through a formal meeting with parents/ carers. If the situation does not improve, engagement with the Early Help Service or a referral to Solihull Multi-agency Safeguarding Hub (MASH) might be considered if a wider picture of neglect is emerging.