



Uncollected Children Policy

The Academy's uncollected children policy is part of the Academy's policies for safeguarding.

Our Academy has the highest regard for the safety of the children in our care – from the moment they arrive to the moment that they leave.

At the end of every session [morning or afternoon], the Academy will ensure that all children are collected by a parent, carer or designated adult, in accordance with the Arrivals and Departures policy. If for some reason a child is not collected at the end of a session, the following procedures will be activated.

- If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the Headteacher or senior member of staff will be informed.
- The Headteacher or senior member of staff will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.
- While waiting to be collected, the child will be supervised by staff. The child will be able to access the after school club provision when available. There may be charge for accessing the provision.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and it is 5.00pm (5.30pm if attending after school club), the Headteacher/senior member of staff will call the local Children's services department for advice. If Children's Services cannot be contacted the Police should be contacted.
- In the event of Children's services being called and responsibility for the child being passed to a child protection agency, the Headteacher/senior member of staff will attempt to leave a further telephone message with the parent/carers or designated adults' answer phone.
- Under no circumstances will a child be taken to the home of a member of staff, or away from the Academy's premises unless absolutely necessary, in the course of waiting for them to be collected at the end of a session.

- Under no circumstances will a child be left in the care of another parent.
- The child will remain in the care of the Academy until they are collected by the parent, carer or designated adult, or alternatively placed in the care of Children's services.
- Incidents of late collection will be recorded by the Headteacher/Senior member of staff and discussed with parents/carers at the earliest opportunity.

If parents and carers are persistently late from After School Club, they will be informed that persistent late collection will result in the loss of their child's place at the Club or the imposition of an additional cost.

Reference to other policies
Arrival and departures
After school club