

Wicklewood Primary School and Nursery



Late Collection/Uncollected Child Policy

Responsible Person

The person for the updating of this policy is: The Headteacher

Review and Monitoring

This policy will be reviewed every year by the operational committee.

Reviewed:

Signed: Chris Wolstenholme (Chair)

Date: Spring 2021

Signed: Julia Brooks (Headteacher)

Date: Spring 2021

Next Review due: Spring 2022

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

Policy Statement

In the event that a child is not collected by an authorised adult by their expected collection time, the school will put into practice agreed procedures. The child will receive a high standard of care 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 children will be properly cared for.

Alternative Arrangements

- On occasions when parents are aware that they cannot be contacted on the given number, they are requested to inform the office administrators in writing of how they can be contacted – this will then be updated on the child's Emergency Contact Form.

Parents Responsibilities re: Late Collection

- If parents are aware that they are going to be late to collect a child then they must endeavour to make every possible effort to make alternative plans for their child to be collected safely and inform the Extended School/Nursery of these plans as soon as reasonably possible.
- If parents are not able to collect their child as planned, they must inform the school as soon as possible so that the school can ensure that appropriate staff remain on site to care for the child. Our contact telephone number is 01953 602333.

Late collection at the end of a School Day

- If a parent is more than ten minutes late their child/ren will be placed in the Afterschool Club and parents will be charged £5.00 for the first fifteen minutes of child care and then £5.00 for every fifteen minutes thereafter. If collection is later than 6pm there will be a charge of £20. All charges will be invoiced for within seven days and must be paid for within 14 days. Failure to make such payment in the specified time period may result in the subsequent use of facilities being restricted.

Late Collection Procedures

If a child is not collected at their expected collection time, the school follows the procedures below:

- The child's Emergency Contact details are checked for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child - and whose telephone numbers are recorded on the Contacts Records - are contacted.

- All reasonable attempts are made to contact the parents or nominated carers.
- If no-one collects the child within one hour of their expected collection time and there is no-one who can be contacted to collect the child, the Designated Safeguard Lead will contact the local authority children's social care team on 0344 800 8020.

Uncollected child

- The child will be cared for in the school by two of our staff, until the child is safely collected either by the parents or by a social care worker.
- Under no circumstances will staff look for the parent, nor leave the School, Extended School or Nursery premises with the child.
- We will ensure that the child is not anxious and we do not discuss concerns in front of them.
- A full written report of the incident will be recorded.
- Social care will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the local authority.