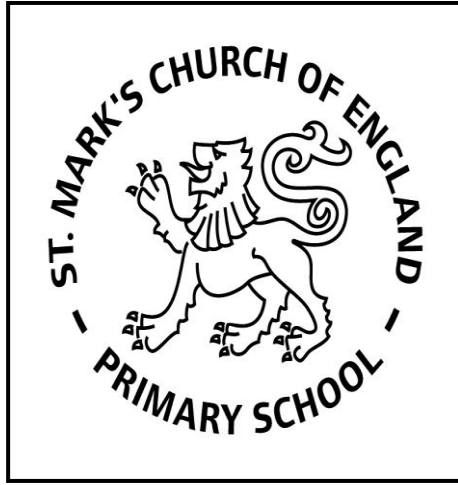
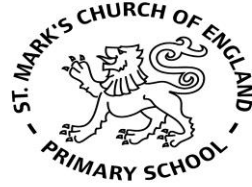


Uncollected Children



**"Every Child,
Every Chance,
Every Day"**



Every Child, Every Chance, Every Day

St Marks CE Primary School **Policy for Uncollected children**

Introduction

This policy should be used whenever a child has not been collected from school at the end of the day and it has not been possible to contact their parents or carers. The majority of these cases will arise because there has been a misunderstanding between parents and carers about collection or an unexpected difficulty preventing parents and carers from reaching the school. Although these are time consuming for the school and upsetting for the child, they usually result in the child being collected late.

Where children are collected late from school on a regular basis, the school can make a referral to the Education Welfare Service and the matter will be followed up. However, there will be the occasions when parents and carers will fail to collect a child due to an accident, illness or other emergency which will result in the child not being able to go home at the end of the day. On these occasions, it is important that these procedures are followed so that the child can be looked after in a safe and welcoming environment.

If there are no immediate child protection issues, teachers should:

- Establish the child's understanding of the whereabouts of the parent or responsible person and of the arrangements made.
- If the parent can be located, reunite parent and child and ensure adequate arrangements are in place in the future.
- If the parent or responsible person seems likely to return shortly, ask the children to wait in front of the school office with a book to read.

- If teachers need to attend meetings or are scheduled to leave early they must ensure that the appropriate staff will take responsibility for any uncollected children.

If the parent or responsible adult has not arrived within 30 minutes and no contact has been made, the school should then contact the child's emergency contact person and arrange for the child to go to them. If this is not possible, the duty social worker should be contacted by 4.30pm.

Procedures

1. If a child has not been collected, the school should make every possible attempt to contact the parents, carers or another family member. The child may be able to indicate if there is something out of the ordinary. Schools should never release a child into the care of another adult who is not a family member without the consent of the parent or carer (written consent is preferable). Furthermore, members of staff should not take children home with them.
2. If no contact with the parent has been made and no one has arrived to collect the child, then the duty social worker should be contacted at 4.30p.m.
3. It may be necessary for the child to be taken from the school to a social worker. Teachers should be advised not to transport children alone in their own cars and may wish to consider taking the child by taxi or mini cab.
4. There may be occasions when a school building is locked up whilst staff are waiting for someone to arrive to collect the child. A public building should be sought as a place to wait or arrangements should be made to keep the school building open for as long as required.
5. A child should never be sent to an after school club if the parents or carers have not arrived. It is the responsibility of the school to try to contact the parent or pass the matter on to the social worker. After school clubs have their own procedures for uncollected children.
6. Once the child is in the care of social services, they will take the responsibility for tracing the parents or carers. The duty social worker will make arrangements for the child to be looked after until the parents or carers can be traced.

It is anticipated that these guidelines will be rarely used. However, on the occasions when they are necessary, it is anticipated that they will enable a school to deal effectively with an uncollected child in co-operation with social services.

Reviewed and ratified by Governing body	Autumn Term 2017		
Next Revision (Please highlight as appropriate)	Annual	Biennial	Tri-annual
To be reviewed	Autumn Term 2019		