

**RICHMOND HILL PRIMARY ACADEMY**

## **Uncollected Children Policy**

<b>PERSON RESPONSIBLE FOR POLICY:</b>	<b>K.COUSINS</b>
<b>APPROVED:</b>	<b>DATE: JULY 2016</b>
<b>SIGNED:</b>	<b>ROLE:</b>
<b>TO BE REVIEWED:</b>	<b>JULY 2017</b>

**BASED ON THE DONCASTER LOCAL AUTHORITY APPROVED  
POLICY  
TO BE REVIEWED JULY 2017**

**APPROVED BY DIRECTORS**

**AUTHOR: EDUCATION SUB GROUP POLICIES AND PROCEDURE  
TASK GROUP**

# Uncollected Children Policy

This policy has been adopted to support the welfare and safety of the children attending Richmond Hill Primary Academy.

It is the duty of Richmond Hill Primary Academy to ensure every child is safely collected by a parent, carer or designated adult, at the end of the school day or after the child's attendance at an after school club. In the event that a child is not collected, the school will follow this agreed procedure:

- If a child is not collected by a parent, carer or designated adult within 20 minutes of the agreed collection time, the Principal or a senior member of staff will be informed.
- The Principal/senior member of staff will then call the parent, carer or designated adult, along with any other emergency contact details, to ascertain the reason for delay and how long it is likely to last before the child will be collected. Messages will always be left on an answering machine asking for a prompt reply.
- If no contact is established, the child will stay with at least two members of staff who will offer them the necessary support and reassurance required. The child will be able to access after school club provisions.
- Continuous efforts will be made by the Principal/senior member of staff to make contact with the parent, carer or designated adult. If by 45 minutes no contact has been made, the school will contact the Local Authority (LA) Social Services.
- In the event that responsibility of the child is then passed to the LA Social Services, the Principal/senior member of staff will again try to contact the parent, carer or designated adult, leaving a recorded message where possible, explaining the action taken.
- Under no circumstances will a child be taken to a member of staffs home, or allowed to leave in the care of another parent.
- The child will remain in the care of school until they are collected by a parent, carer, designated adult or Social Services. In the event that parents or carers who usually pick the child up are unable to do so, the parent must advise the school how to identify the new person who is to collect their child, e.g. by physical description and a pre-determined password.
- Incidents of late collection will be recorded by the Principal or senior staff that dealt with the issue, and kept in the child's record folder (Cpoms).
- Continuous incidents of late collection will be recorded and discussed with parents/carers as soon at the earliest opportunity.

This procedure will be available for parents/carers to see on the schools website, so that if they are unavoidably late they will be reassured their child is safe at school in the care of a responsible adult.