

Rivington Foundation Primary School

Safeguarding Children - uncollected child

Policy statement

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. We will ensure that the child receives 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.

Procedures

- Parents of children starting at school are asked to provide the following specific information which is recorded on our Pupil Data Collection Sheet/Registration Form (Breakfast Club/Late-Stay):
 - Home address and telephone number
 - Contact details for two further close relatives or friends.
 - Parents place of work, address and telephone number (if applicable).
 - Mobile telephone number.
 - Names, addresses, telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent.
 - Who has parental responsibility for the child.
 - Parents are required to provide information about any person who does not have legal access to the child.
- Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone number and all relevant forms of contact (e-mails of SLT /school manager and management of Wrap Around care).
- We inform parents that we apply our child protection procedures in the event that their children are not collected from setting by an authorised adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises.
- If a child is not collected at the end of the session/day, we follow the following procedures:
 - The child's file/planner is checked for any information about changes to the normal collection routines. The HT/SLT/Office is contacted to check for any further information about changes to the normal collection.
 - 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 from the setting - and whose telephone numbers are recorded on the Pupil Data Sheet/Registration Form (Breakfast Club/Late-Stay) - are contacted.
 - All reasonable attempts are made to contact the parents or nominated carers.
 - The child is looked after in the "Late Stay Club" on the premises. If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
 - We contact our local authority children's social services care team: 01772 532634 / 531196.
 - The child stays at setting in the care of two fully-vetted workers until the child is safely collected either by the parents or by a social care worker.
 - 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.
 - Under no circumstances do staff go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded in the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
- Ofsted may be informed.

Amanda Davies. Reviewed: October 2017