


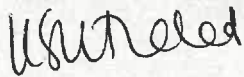


North Elmham CEVA Primary School  
Stibbard All Saints CEVA Primary School



# Flourish Federation

## Uncollected Child Policy

<b>This policy was ratified by Flourish Federation Governing Body on:</b>	18 <sup>th</sup> MARCH 2022
<b>This policy will be reviewed by Flourish Federation Governing Body on:</b> (unless earlier review is required to adhere to statutory requirements/changes in procedure)	MARCH 2024
<b>Policy Version:</b>	1
<b>Signed by the Chair of Governors:</b>	
<b>Signed by Executive Headteacher</b>	

## Policy for an Uncollected Child

In the event that a child is not collected by an authorised adult at the end of the school day or following a school trip or residential, Flourish Federation will put into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified staff member 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.

We ask all new families to complete a Contacts Forms for parents/carers and any approved adult who is able to pick up a child, each year this information is checked with parents for changes in contact details or approved adults. ***We request that parents/carers notify the school of any changes in contact details as soon as possible.***

At the close of the day we will ensure all children are collected by a parent, carer or designated adult. If a child is not collected at the correct time the following actions will take place:

- If a parent, carer or designated adult is more than 10 minutes late in collecting their child the School Office and the Executive Headteacher (or a member of the Senior Leadership Team if the Executive Headteacher is not available) will be informed. The child will stay with the class teacher.
- The Office staff will try to contact the parent, carer or designated adult by telephone.
- If unsuccessful the Office staff will try to speak to any nominated contact person by telephone.
- The Office staff will continue to try to contact parents, carers or any other emergency contact person at 10 minute intervals until 4.00pm.
- The child will remain the responsibility of the school and in no circumstances will be taken from the school by any person who is not authorised to collect the child.
- If, using all available contact numbers, the school has been unsuccessful in identifying a reason for the delay in collection and a suitable contact is not available to collect the child, the Headteacher (or member of SLT) will contact NCC Child Protection team on 0344 800 8020
- Two members of staff will remain on the premises with the child until the child is collected by a parent or designated person or until the child is in the care of Social Services. Under no circumstances will the child be taken to the home of a member of staff or any other unauthorised person.
- If school has no alternative but to leave the child with Social Care, the Headteacher will try to contact Parents leaving recorded messages where possible explaining what action has been taken.

The Headteacher will record all incidents of late collection which will be discussed with parents or carers at the earliest opportunity and a written report of the incident will be recorded in the child's file.