

# Churchfield C.E. Primary Academy



## Uncollected Child Policy

Mr G. Lloyd \_\_\_\_\_ Head of School

Miss K. Taylor \_\_\_\_\_ Chair of LAC

February 2022

## Introduction

In the event that a child is not collected by an authorised adult at the end of a day, the Academy 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.

Churchfield C.E. Primary Academy will 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

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 15 minutes late in collecting their child the Head of School (or Assistant Principal) will be informed.
- The class teacher/SLT will try to contact the parent, carer or designated adult by telephone.
- If unsuccessful the class teacher/SLT will try to speak to any nominated contact person by telephone.
- SLT will continue to try to contact parents, carers or any other emergency contact person at 15 minute intervals throughout the remainder of the day- within an acceptable time frame.
- 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, SLT have been unsuccessful in identifying a reason for the delay in collection and a suitable contact is not available to collect the child, SLT will contact Front Door on 0300 111 8007
- Two members of staff will remain on the premises with the child. 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 the Social Care, the Head of School/SLT will try to contact Parents leaving recorded messages where possible explaining what action has been taken.

## Recording of incidents

Staff will record the incident using the school's incident program, CPOMS. The parents will be given a copy of the report for their own personal use during a meeting to discuss the incident itself.