

Uncollected Child Procedure



At Hamsterley Primary School we will ensure that children and their families will be offered a safe and stimulating environment within which children can have fun, be happy and flourish.

At the close of the day we will ensure all children, other than those who have permission to walk home on their own, are collected by a parent, carer or designated adult. Teachers take the children to the school playground gate where parents are waiting and will wait with the children until they are collected by a parent / carer or designated adult.

If a child is not collected at the correct time, the following actions will be taken:

1. If a parent, carer or designated adult is more than 5 minutes late in collecting their child, the supervising teacher returns to the school premises where the Head Teacher / Deputy Headteacher is informed.
2. The supervising teacher will try to contact the parent, carer or designated adult by telephone. If the call goes to answer phone, leave a message that you are waiting for someone to collect the child, and proceed to the next step.
3. If unsuccessful in speaking directly to the parent, carer or designated adult, the supervising teacher will try to speak to any nominated contact person by telephone.
4. The supervising teacher will continue to try to contact parents, carers or any other emergency contact person at 15 minute intervals throughout the remainder of the day. The Headteacher or Deputy Headteacher will assume this duty after 16:30 PM.
5. The child will remain the responsibility of the school at all times, and in no circumstance will they be taken from the school by any person who is not authorised to collect the child.
 - * If there is any doubt about authorisation (for example, a parent texting another adult to give permission for them to collect the child), copies should be taken of the authorisation for the child's file, and staff should attempt to receive direct confirmation from the parent.
 - ***Only the Headteacher or Deputy Headteacher can approve such new authorisations.**
 - A password will also be required by anyone who is not on the authorised list if the parent has arranged for them to collect their child and the parent/carer or designated adult has notified school.**
6. There will always be at least two members of staff in school while the child remains uncollected. The child must remain on school premises until collected.
7. If after using all available contact numbers, the HT / Deputy Headteacher has been unsuccessful in identifying a reason for the delay in collection, and no suitable contact is available to collect the child, they will contact First Contact / Social Care Direct on **03000 267 979**

This policy was reviewed July 2019

It will be reviewed July 2020, or when legislation requires if earlier.

Signed _____

L Cowans Headteacher

T Pitt Chair of Governors

Review Date: July 2019	Review by Governors: July 2019	Adopted Date: Oct 2019	Next Review Date: July 2020
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