

Mill Hill Primary School

Policy on Uncollected Children

(see also Attendance, Safeguarding, Behaviour and Discipline, Health Safety and Welfare, Risk Management, School Environment, Arrivals and Departures)

1 Introduction

- 1.1 Mill Hill Primary School has the highest regard for the safety of the children in our care, from the moment they arrive to the moment they leave.

2 Aims and objectives

- 2.1 It is the responsibility of staff, at the end of every session (morning and afternoon), to ensure that all children are collected by a parent/carer or known adult, in accordance with the 'Arrivals and Departures' Policy.

3 Late Collections

- 3.1 If a parent/carer or known adult is late in collecting a child, the child will be escorted to the school office and phone calls will be made in order to attempt to ascertain the problem and to make collection arrangements.
- 3.2 While waiting to be collected the child will remain in the school office at the school's main entrance.
- 3.3 If, after repeated attempts, no contact has been made with the parent/carer or known adult the Head Teacher, or another senior member of staff, will contact the local Children's Services department for advice.
- 3.4 In the event of Children's Services being contacted and the responsibility for the child being passed to a Child Protection officer, the Head Teacher or senior member of staff will attempt to leave a further telephone message with the parent/carer or known adult. Furthermore, a note posted through the door of the child's home address, informing the parent/carer or known adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local Children's Services department.
- 3.5 Under no circumstances will a child be taken to the home of a member of staff.
- 3.6 A child will not be left in the care of another adult unless prior agreement has been reached with the school.
- 3.7 The child will remain in the care of the school until they are collected by the parent/carer or known adult, or alternatively placed in the care of Children's Services.
- 3.8 Incidents of late collection will be recorded by the Head Teacher or senior member of staff and discussed with parents/carers at the earliest opportunity.

4 Monitoring and review

- 4.1 The policy will be regularly reviewed.