



Pott Shrigley Church School

Church of England Aided Primary



*Be kind and compassionate to one another, forgiving each other,
just as in Christ, God forgave you”*
Ephesians 4:32

Approved: November 2019

Review Date: November 2022

Uncollected children

On rare occasions, children are not collected from school after closing time.

These guidelines are written to help staff respond sensitively and consistently to ensure the safety and welfare of such children.

- The school will ensure that full contact information is received promptly from all parents & carers and regularly updated.

Non-collection of child:

If a child is not collected within an agreed period of time the following steps should be taken. In this school the agreed period of time is 15 minutes.

- A check should be made for information about changes to the normal collection routines. This will include talking to other members of staff and checking the school's answer-phone. It should also include a discussion with the child in question as s/he may be able to provide information about expected collection routines.
- Reasonable attempts should be made to contact:
 - Parents or carers at home or at work
 - Other adults authorised to collect the child from the school
- If the child is not collected after the 15 minute period then they will be taken to the after school club and parents will be charged for this service.
- The child should not leave the premises with anyone other than parents or nominated carers.
- If no-one can be contacted to collect the child, the Children's Social Care Area Team may be contacted. **This is a last resort.**
- The child should stay at the school in the care of two fully-vetted staff members until safely collected either by the parents, a nominated carer, social worker or police officer.
- Children's Social Care will assess the child's situation and find appropriate and safe alternative accommodation if needed.
- Under no circumstances should staff take the child home with them.
- Under no circumstances should staff transport the child.
- A full written report of the incident must be recorded in the child's safeguarding file.
- The Headteacher, safeguarding lead or senior teacher must be kept informed at all times.