

## **POLICY FOR CHILDREN UNCOLLECTED AFTER SCHOOL HOURS**

There may be occasions where a child has not been collected by his/her parents or carer at the end of the school day.

The following procedure outlines the action which should be taken by the school. It follows the protocol agreed with the London Borough of Havering.

If your child is not collected at the end of the day, they will wait in the main reception lobby. If within 15 minutes, they are not collected the school office will make every effort to contact the parent, carer or named alternative carer.

If the child has not been collected by 4.30 (or within 30 minutes of the end of the school club or activity) and the Head teacher or staff member in charge is unable to contact a parent or named carer, she/he will phone the duty social care team for the school area.

The following information will be provided to the duty social care team:

- Name of child
- Date of birth
- Name of parent/carers
- Address
- Telephone numbers on pupil record (home/work/emergency)
- Any special circumstances: language other than English; medical condition; whether the child is subject to a care order or their name is on the child protection register
- Whether the child has been left uncollected before and, if so, for how long.

Social Services staff will then advise on the next steps to be taken.

The Headteacher is responsible for ensuring that staff, parents and children are aware of the school's arrangements for children who are uncollected at the end of the day.

Advice given in the Head's Legal Guide is that: "Law and duties and responsibilities would take second place to common sense and a teacher should do what is necessary to solve the problem".

Staff members who organise after school activities are responsible for ensuring that the children involved all leave the site safely (but please see above for protocol for uncollected children).

Repeated instances of a child being left uncollected or collected late will be followed up by the school with the parents/carers with involvement from the education welfare officer and/or social services as appropriate.

Mrs S Sankey January 2015