



**OUR LADY STAR OF THE SEA
PRIMARY SCHOOL**

Our Lady Star of the Sea RC Primary School

Uncollected Child Policy

Our Lady Star of the Sea RC Primary School will ensure that children and their parents/carers will be offered a safe and stimulating environment within which children flourish

At the end of every day we will ensure all children are collected by a parent, carer or designated adult in accordance with the Collected Child Policy.

If, for any reason, a child is not collected at the end of a session, the following procedures will be put in place.

If a parent, carer or designated adult is more than 10 minutes late in collecting their child, the Executive Head Teacher/Assistant Head Teacher will be informed.

The Admin manager/ Head Teacher/Assistant Head will call the parent, carer or designated adult and use any other emergency contact details available to ascertain the cause for the delay and how long the delay is likely to last. Messages will be left on any answer-phone requesting a prompt reply.

While waiting to be collected the child will be supervised by members of staff who will offer as much support and reassurance as necessary.

If, after repeated attempts, no contact is made with the parent, carer or designated adult, over a period of 30 minutes, the Exec. Head Teacher/Assistant Head will call the local social services department for advice.

In the event of social services being called and responsibility for the child passed to a child protection agency the Exec. Head/ Assistant Head will attempt to leave further telephone messages with the parent/carer/designated adult.

A note will be left on the door of the building informing the parent, carer, designated adult of what has happened. This note will reassure the parent, carer, designated adult of the child's safety and give instructions to contact the local social services department, giving names and contact telephone numbers.

The child will remain the care of the Exec. Head/ Assistant Head until they are collected by parent, carer, designated adult or placed in the care of the social services.

Incidents of late collection will be recorded by the Exec. Head/ Assistant Head and discussed with the parent, carer, designated person at the earliest opportunity.

Date:

Date of next review:

Signed _____

(Head Teacher)

Signed _____

(Chair of Governors)