



Uncollected Child Procedure

At Hunwick 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 are collected by a parent, carer or designated adult. If a child is not collected at the correct time, or if arrangements for the child are unclear, the following actions will take place:

- If a parent, carer or designated adult is more than 10 minutes late in collecting their child the Head Teacher or other nominated person for safeguarding will be informed. The child will be supervised in the school office.
- The member of staff on duty will try to contact the parent, carer or designated adult by telephone.
- If unsuccessful a member of staff will try to speak to any nominated contact person by telephone.
- The member of staff 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 child will remain the responsibility of the school and in no circumstances will be taken from the school by any person who is not authorised to collect the child.
- If, using all available contact numbers, the member of staff has been unsuccessful in identifying a reason for the delay in collection and a suitable contact is not available to collect the child the HT will contact 'First Contact' on 03000 267979.
- Two members of staff will remain on the premises with the child. Under no circumstances will the child be taken to the home of a member of staff or any other unauthorised person.
- If school has no alternative but to leave the child with the Social Services, the HT will try to contact Parents leaving recorded messages where possible explaining what action has been taken.

The member of staff will record incidents of late collection where there are concerns (eg adults non-contactable or late with no acceptable reason such as traffic etc) on the safeguarding concern form. This will be followed up with parents/carers or appropriate agency by the safeguarding lead at the earliest opportunity.

Mr S Joyce

Date: November 2017

Review Date: Autumn 2018