



LANESEND PRIMARY SCHOOL
LOVE LANE, COWES
ISLE OF WIGHT PO31 7ES
TEL & FAX: 01983 293 233
E: ADMIN@LANESENDPRI.IOW.SCH.UK
WWW.LANESENDPRIMARY.IK.ORG



Lanesend Primary School

Uncollected Child Policy Safeguarding and Welfare of Children Policy

Signed: Date:
(Headteacher)

Signed: Date:
(Chair of Governors)

Review Date: January 2019 (Every 3 Years)
Reviewed By: Headteacher and Child-Centred Group

Lanesend Primary Uncollected Child Policy

Policy Statement

In the event that a child is not collected by an authorised adult at the end of a day, the school puts into practice agreed procedures. These ensure the child is cared for safely by experienced and qualified members of staff who are known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

Lanesend Primary School informs families of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for. We inform families that we apply our child protection procedures as set out in our Safeguarding Policy in the event that their children are not collected from school by an authorised adult within one hour after the school has closed and the staff can no longer supervise the child on our premises.

Procedures

- Families of children starting at the school are asked to provide the following specific information which is recorded on our Registration Form and which is updated yearly or when the information has changed. On this Registration Form, information includes all the persons authorised to collect the child from school and those persons that are not allowed to collect. Authorised collection includes information on name, telephone number and relationship to the child.
- On occasions when authorised persons to collect the child are not able to collect, the family member with parental responsibility telephones the school and gives authorisation and details of the persons who is collecting. This message is passed to the child's class teacher before the end of the day.
- If a person turns up to collect a child without authorization, a telephone call is made to the families before the child is allowed to leave the school site to confirm collection.
- In each class there is a collection list for all children.
- In the event that a child is not collected at the end of the day, members of staff will accompany the child to the Office where a telephone call will be made. If contact is made with the family, the child may remain in the care of the Office staff or in the Squirrels Den, depending on the estimated time of collection.
- If Squirrels' Den provision is used for more than one hour, then the families may be charged.

- If a child is not collected at the end of the day, we follow the following procedures:
 - Families or authorised persons to collect are contacted at home, at work or via mobile phone.

- All reasonable attempts are made to contact the families and authorised persons to collect.
- The child does not leave the premises with anyone other than those who have been authorised.
- If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
- We contact our local authority children's social care team.
- The child stays at school in the care of two members of staff until the child is safely collected either by the families or by a social care worker.
- Social Care will aim to find the parent or relative, but if they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances do staff leave the child to go to look for the parent, nor do they take the child home with them. Other members of staff may go to the family home to check if anybody is at home.
- Members of staff will continue to try and contact the parents every 15 minutes.
- A full written report of the incident is recorded in the child's file.
- Depending on circumstances, we reserve the right to charge families for the additional hours worked by our staff.
- Ofsted may be informed.