



Chapel End Primary School
Non collected child Policy

'Mission Statement.'

**We aim to provide our children
with the highest possible standard
of education, through quality
teaching and learning, in a happy
caring environment.**

**We will do the best WE can to enable our children to do
the best THEY can.**

This policy was approved by:	Full Governors
Date	Summer 2022 2023
Review Date	Summer 2024 2025

OVERVIEW

If a child is not collected from Chapel End Primary School before the end of the normal school day staff will respond sensitively and consistently to ensure the safety and welfare of that child.

INTENT

1. To keep uncollected children safe.
2. To ensure that any uncollected child is cared for and that the provision for their welfare and safety is given priority.
3. To do all that is reasonably possible to ensure that the child is speedily collected by their parents, guardian or other designated adult.
4. To take effective action to ensure the safety, care and welfare of the child where a parent, guardian or other designated adult is not able to collect the child

IMPLEMENTATION

1. The school will ensure that full contact & emergency information is received promptly from all mothers, fathers & carers and that contact and emergency information is regularly updated
2. We will inform mothers, fathers & carers that if a child is not collected from the setting by closing time, this procedure will be followed.
3. If a child is not collected within an agreed period of time (15 minutes after closing time 3:30PM) reasonable steps will be taken to contact the mother, father or carer at home or at work or other adults authorised to collect the child
4. The child will not be allowed to leave the premises with anyone other than parents, carers or other person with parental responsibility
5. If no-one can be contacted to collect the child or vulnerable young person after one hour, the relevant Children's Social Care Area Team or Police will be contacted.
6. The child will stay in school in the care of two Disclosure & Barring Service (DBS) checked staff members until safely collected either by the parent, carer, person with parental responsibility, social worker or police officer.
7. If the child has accessed the after school club whilst contact is being made with parents and carers, normal after school provision charges will apply.
8. Members of staff are never allowed to take an uncollected child home with them
9. A full written report of the incident and outcome will be recorded in the child's school file on CPOMS
10. If the uncollected child is under 5 years old & has been referred to Children's Social Care, Ofsted must be informed tel. 0300 123 1231
11. Where children are under five attention will be paid to the: Statutory Framework for the Early Years Foundation Stage, 2014

IMPACT

Any child who is not collected from school at the end of the school day will be kept safe and cared for until the situation is successfully resolved.