

# Birchgrove Primary School



Where every child is a star!

**Uncollected Child Policy**

**Chair of Governors Mrs Christine Salter**  
**Headteacher Mrs S Morgan**

# **Birchgrove Primary School**

## **Uncollected Child Policy**

We aim to provide a safe, secure, healthy and pleasant learning environment for all our children, school personnel and visitors. We have in place security procedures that will reassure parents that their children are safe from the time they arrive at school to the time they leave.

We will ensure that at the end of the morning session or at the end of the school day all children are collected by their parents/carers or a designated adult. Teachers will stay with pupils until all children are collected from the yard. Parents will feel confident that in the event that they are late in collecting their child on time that the school has in place procedures that will ensure the safety and security of their children. Children will remain in the care of the school until they are collected by their parent/carer or a designated adult.

### **Aims**

- To ensure the safety and security of children not collected on time at the end of the morning session or at the end of the school day.

### **Responsibility for the Policy and Procedure**

### **Role of the Governing Body**

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to make the school a safe and secure environment;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy

## Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure procedures are in place to ensure the safety and security children not collected on time;
- ensure school personnel, parents and children are aware of these procedures;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;

## Role of School Personnel

School personnel will:

- be aware of this policy;
- implement this policy;
- reassure a child who has not been collected on time that they have not been forgotten;
- call the parent/carer or designated person after a short period of waiting;
- try other emergency contact numbers if the parent/carer cannot be contacted using the SIMS system or the hard copy of all pupils' contacts held in the administration office;
- wait with the child providing as much support and reassurance as is necessary;
- not release a child into the care and supervision of another adult until they have verbal permission from the parent/carer;
- not allow a child to go home alone even with the telephone consent of the parent/carer;
- if after repeated attempts to contact parents/carers or designated person and no reply is received, contact the local Children Services department (Phone number – **Child Access Point** – 02902536490, **Intake and Assessment** – 02920536400, **Intake and Assessment (out of Hours)** - 02920783576). This is especially so with children on the Child Protection Register or LAC children.
- take guidance from Social Services. If they advise contacting the police – (Non-emergency No – 101)
- leave a message and contact number for the parent/carer or designated person informing them that their child is being looked after by the local authority or that you have contacted the Police.
- record all incidents of late collection;
- meet with parents who are persistently late in collecting their children;
- report any concerns they have on any aspect of the school community

## Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;

## **Role of Parents/Carers**

Parents/carers must:

- be aware of this policy;
- ensure the school has up to date contact details including emergency telephone numbers;
- have the school's contact details;
- ensure that their children are collected promptly;
- contact the school to explain that they will be late to collect their child;
- contact the school to explain that they will be late to collect their child and that a designated person known by the school will be collecting their child;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

## **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as newsletters
- reports such as annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

## **Monitoring the Effectiveness of the Policy**

Annually (or when the need arises) the effectiveness of this policy will be reviewed by the coordinator, the Headteacher and the nominated governor and the necessary recommendations for improvement will be made to the Governors.

This policy has been Equality Impact assessed.