



Sutton in Craven C of E (VC) Primary School

Uncollected Child Policy

Date Adopted: January 2016

Next Review: January 2019

Reviewed every 3 years by the Improvement Committee

Purpose

To ensure the safeguarding of all children, it is essential that the school has a procedure in place for the safe collection of all children at the end of a school day, and guidance for parents in the event of them being late/unable to collect their child.

Aims

- To keep children safe.
- To ensure that all members of the school community are aware of the correct procedures for the end of the school day.
- To highlight the importance of maintaining clear lines of communication and up-to-date contact details.

Policy

- The school expects children to be collected at the end of the school day, which is 3.15p.m. for Blossom Class and Willow Class, 3.20pm for Birch and Oak Classes and no later than 5.30pm from After School Club (Bobbins).
- The school gates are opened at 3.00p.m. Parents are reminded to keep the area around the classroom doors clear to enable children to make a safe exit.
- Children in Blossom and Willow Class are let out of class at 3.15p.m. and handed over to their parent/carer.
- Children in Birch Class Oak Class are let out of class at 3.20p.m.
- Children may walk home if permission has been received from the parent, permitting them to do so. However, no child in Reception to year 2 will be permitted to walk home by themselves, regardless of parental wishes.
- If the person expected to collect the child is not there, a child in Oak Class will inform the class teacher and return to the classroom and. Children in Blossom and Willow classes are handed over to parents on a one-to-one basis.
- Any child not collected within 10 minutes will be taken to Bobbins and should be collected from there.
- Please refer to **Guidance for Parents** within this policy for the procedure beyond this point.

Guidance for parents/carers in the event of a parent/carer not arriving to collect their child at the end of the school day

As a parent/carer, it is your responsibility to ensure that your child is collected at the end of the school day.

Please ensure that the school has up-to-date telephone numbers to contact you in an emergency.

- Lessons finish at 3.15p.m. for Blossom and Willow Class, 3.20p.m for Birch and Oak Classes. However, children need time following this to collect their belongings and leave the building. Children in Blossom and Willow classes are handed over to parents on a one-to-one basis.
- If you are unexpectedly delayed and are unable to collect or will be late collecting your child from school, please contact the school immediately on 01535 632181.
- If you arrange for another adult to collect your child, you must let the school know the details of that person, either in writing or by telephone.
- If you are unable to arrange for another adult to collect your child then the school will look after your child within Bobbins until 5.30pm. A fee will be charged to cover the cost of the after school club.
- If you or an identified adult have/ has not arrived by 6.00pm and no contact can be made in order to collect your child, the school will contact the Children's Social Care.
- Children may walk home if permission has been received from the parent, permitting them to do so. However, no child in Reception to year 2 will be permitted to walk home by themselves, regardless of parental wishes.

If a parent/carer does not arrive to collect their child at the end of the school day and the school has not been made aware of alternative arrangements, school will take the following steps:

1. The teacher will bring the child/children inside and ensure they are supervised.
2. Children who have not been collected by 3.30p.m. will be supervised in Bobbins.
3. A member of staff will check with the office whether the parent/carer has telephoned and left instructions or an estimated time of arrival.
4. If no contact has been made by the parent/carer, the office staff will attempt to contact the parent/carer and the emergency contact by telephone.
5. Where appropriate, a member of staff will sensitively ask the child whether there is a reason that could account for their parent/carer being late.
6. Where appropriate, a member of staff will ask the child if they have any additional contact information.
7. School will continue to try and contact the parent/carer and the emergency contact/s.
8. If contact cannot be made with the parent/carer or the emergency contact/s by 6 p.m., school will contact Children's Social Care.
9. In an emergency, school will contact the police.

We will not allow your child to be taken home by another adult unless this has previously been arranged by the parent/carer and s/he has given permission.