



Uncollected Child Policy

March 2018

Hurst Park Primary School

Respect, Resilience, Positivity

Uncollected Child Policy.

This policy applies to all pupils at Hurst Park Primary School including those in After School Club and all other extra-curricular activities. It outlines the procedures we follow when a child is not collected on time, either at the end of the school day, following a club or extra-curricular activity or at the end of any other session (e.g. school trip, evening activity etc).

Rationale.

There are always the odd occasions when a parent/carer is held up, or an emergency occurs and they are not able to collect a child on time, due to circumstances beyond their control.

We are sympathetic to the circumstances that may arise and will always seek to support families and provide a safe and secure environment for an uncollected child. Please ensure that you advise us that you will be late and who will be collecting your child if it is not you. However, when there is persistent late collection, it impacts upon a child's emotional well-being and levels of distress. In addition, the end of the school day is a busy time for teaching and admin staff and the late collection of a child severely impacts on their ability to carry out their normal duties.

In the event that a child is not collected by an authorised adult at the end of a session, the school puts into practice agreed procedures. These ensure the child is cared for safely by an

experienced and qualified practitioner who is known to the child. The school aims to ensure that the child receives a high standard of care and to minimise any distress.

Policy and Procedures.

On admission to the school parents are asked to complete a registration form with specific information which includes:

1. Home address and telephone numbers – landline and mobiles.
2. Place of work and telephone number.
3. Emergency contact names and telephone numbers.
4. Information about all persons who are authorised to collect the child.
5. Who has parental responsibility for the child/ren.

On occasions when the parent or carer needs to make alternative arrangements for another person to collect their child, they are asked to telephone the school office or send in a letter giving full information regarding the change. In the case of an unavoidable delay, parents must inform the school office without delay so that we can make necessary arrangements to look after their child until an authorised adult arrives. Staff do not allow a child to leave the premises with an unauthorised adult.

Procedure for uncollected children at the end of the school day, following an extracurricular club/activity or at the end of any other session (e.g. school trip, evening activity etc.).

We have a duty of care to any uncollected child at the end of a session, until that child is collected. If a child is not collected at the end of the school day, the following procedures will be followed:

1. All information regarding normal collection routines will be checked by the Class Teacher, School Office, Deputy Head, Assistant Head or Head Teacher.
2. Parents will be contacted using the information provided on the registration form.
3. Should the school be unsuccessful in contacting the parents, information from details provided to the school will be used to contact an authorised adult as named by the parents.
4. All reasonable attempts will be made to contact parents or nominated carers. The child will not be allowed to leave the school with anyone other than those authorised to collect by the parent/carer.
5. If the child remains uncollected at 3.20 pm (or for more than 5 minutes after the end of the session), they will be transferred to our After-School Club where they will

be cared for by two members of staff until they are safely collected. The school office will continue to attempt to contact the child's parents.

6. A charge of £5.00 will be applied for the first 15 minutes that a child remains uncollected following the end of the school day or session. This is to cover staffing costs. If the child is then transferred to After-School Club, the following additional charges will apply:

£5.00 from 3.30pm-3.40pm

then an additional £5.00 from 3.40pm-3.50pm

then an additional £5.00 from 3.50pm to 4.00pm.

The total of £20.00 will cover the time period from 3.15pm to 4.00pm.

The charges after this time will then be an additional £5.00 per 5 minutes until 5.30pm

7. If After School Club is fully booked, the child will need to wait outside the Headteacher's office until they are collected. The charges outlined above will apply.

After-School Club

1. If a child is not collected by 5.30pm when After-School Club closes, a charge of £10.00 per 10 minutes will apply.

2. If a child remains uncollected after 30 minutes, the Supervisor will contact the Headteacher or Deputy Headteacher.
3. The Headteacher reserves the right to contact Social Services Department should they be unable to establish contact with an adult authorised to care for the child.
4. In such cases, Social Services will endeavour to find or make contact with the parents or relatives, but if this is not possible, the child will be admitted into the care of the local authority.
5. Staff from the school will not take the child home with them.
6. A full report of the incident will be placed on the child's file.
7. Late collection on more than 3 occasions in a term may result in the child's place in After School Club being withdrawn.

**ALL UNCOLLECTED CHILDREN MUST BE
SIGNED OUT BY THE COLLECTING ADULT
BEFORE LEAVING THE PREMISES**

Records of Uncollected Children

A record will be kept of children who are persistently not collected within a reasonable time. This will note the date, the time the child was collected, who collected the child and the reason given.

Date of Origin: June 2009

Revised: March 2018

Approved by: The Resources Committee: March 2018

Approved by The Full Governing Body: March 2018

*The values of
Hurst Park Primary School aim to ensure
respect, resilience and positivity.*