



## **Uncollected child Procedure**

*At Tow Law Millennium Primary School*  
we will ensure that children and their families will be offered a safe and stimulating environment within which children can have fun, be happy and flourish.

At the close of the day we will ensure all children are collected by a parent, carer or designated adult.

If a child is not collected at the correct time the following actions will take place:

- If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the Head Teacher / most senior officer on duty will be informed.
- The HT / Nominated person on duty will try to contact the parent, carer or designated adult by telephone.
- If unsuccessful the HT / Nominated person will try to speak to any nominated contact person by telephone.
- The HT / Nominated person will continue to try to contact parents, carers or any other emergency contact person at 15 minute intervals throughout the remainder of the day.
- The child will remain the responsibility of the school and in no circumstances will be taken from the school by any person who is not authorised to collect the child.
- If, using all available contact numbers, the HT / Nominated person has been unsuccessful in identifying a reason for the delay in collection and a suitable contact is not available to collect the child the HT / Nominated Person will contact First Response Service on 03000 267979.
- Two members of staff will remain on the premises with the child. Under no circumstances will the child be taken to the home of a member of staff or any other unauthorised person.

- If school has no alternative but to leave the child with the Social Care, the HT / Nominated person will try to contact Parents leaving recorded messages where possible explaining what action has been taken.

The HT / Nominated person will record all incidents of late collection which will be discussed with parents or carers at the earliest opportunity.

Welfare requirement – Safeguarding and promoting children's welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

This policy was developed during Summer 2009 and is reviewed biannually or sooner should legislation require us to do so.

Signed  Date July 2023