



REVIEWED: Autumn 20 NEXT REVIEW: Autumn 22

Child Not Collected from School Procedure

In the event that a child is not collected by an authorised adult at the end of a session, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

If a child is not collected at the end of the session, we use the following procedures:

- The Academy office is consulted for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from school and whose telephone numbers are recorded on the school database are contacted.
- The child stays at school in the care of two members of staff until the child is safely collected. At no time will a member of staff take a child home or leave a child alone in the building.
- If no one can be contacted to collect the child and the premises are closing, or staff are no longer available to care for the child, we contact the First Response team, Social Services.
- A full written report of the incident is recorded on CPoms.

Cross reference:

Safeguarding Policy
Missing Child Policy