

# Upperby Primary School Uncollected Child Policy



## **School Details**

Headteacher:	Mrs P Burns
Co-Chair of Governors:	Mr W Atkinson & Miss R Mason
Policy Date:	November 2025
Policy Review Cycle:	Biannually
Next Review Date:	November 2027

## **Introduction**

In the event that a child is not collected by an authorised adult (the school deems that an adult is a person over the age of 18 years) at the end of a session/day, the school follows agreed procedures. These ensure the child is cared for safely by an experienced and qualified member of staff who is known to the child. 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.

## **Procedures**

Parents of children starting at the school are asked to provide the following specific information which is recorded on our Registration Form:

- Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.
- Place of work, address and telephone number (if applicable).
- Mobile telephone number (if applicable).
- Names, addresses and telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent.
- Who has parental responsibility for the child.
- Information about any person who does not have legal access to the child.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us in writing of how they can be contacted.

This information is updated on an annual basis, parents are also reminded to provide school of any change of information. Children in school must be collected by an adult. Parents may sign to say that they allow their children to walk home alone once their child is in Year 5.

**On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, school must be provided with information about the name of the person collecting their child. It may be necessary for telephone confirmation to be sought and we will keep the child in our care until confirmation. The person must also sign the child out, staff may ask for identification if they are unsure.**

Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone number. Normally parents will collect their child within a reasonable time. We inform parents that we apply our child protection procedures as set out in our safeguarding policy in the event that their children are not collected from setting by an authorised adult within one hour after the end of school.

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

- The child's file is checked 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 the setting - and whose telephone numbers are recorded on the Registration Form - are contacted.
- All reasonable attempts are made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named on the Registration Form or in their file.

**If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.**

- We contact our local authority children's social services care team:
- The child stays at school in the care of two members of staff until the child is safely collected either by the parents or by a social care worker.
- Social Care will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances do staff take the child home with them.
- A full written report of the incident is recorded in the child's file.

### **Monitoring and review**

This policy is monitored on a day-to-day basis by the head teacher, who reports to governors about the effectiveness of the policy on request. The policy will be reviewed every two years.

This policy was reviewed and agreed by the governing body on 3<sup>rd</sup> December 2025.

Date of next review - December 2027.