



**Stanley Crook Primary School** Wooley Terrace, Stanley Crook, Co. Durham, DL15 9AN

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OUR MISSION: TO TRY OUR BEST, TO TELL THE TRUTH, TO LOOK AFTER EACH OTHER AND THE COMMUNITY

*"Pupils' personal development, behaviour and welfare is OUTSTANDING" (Ofsted, 2019)*

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# Uncollected Child Policy

Completed by: Mr D Christie

Date Implemented: September 2022

Review date: September 2023

**Stanley Crook Primary School is committed to improving outcomes for all pupils**



SCHOOL  
MEMBER



## Stanley Crook Primary School Uncollected Child Policy

School ensures 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 (EY/ KS1: 3:15pm, KS2: 3:00pm, Discovery After-School: 4:15pm/ 5:30pm), staff will ensure **all** children are safely collected by a parent, carer or designated adult.

Children being collected from Discovery After-School Club (4:15pm/ 5:30pm) will be signed out by a parent/ carer or designated adult.

Staff at Discovery After-School Club are to have access (via booking forms etc.) to at least two named contacts for each child. These contacts will be used by staff in cases where a child is uncollected by the agreed time (4:15pm or 5:30pm).

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

- Alongside the class teacher (or Teaching Assistant for the class in cases where the class teacher is unavailable), the child will wait in the Staff Room outside the Headteacher's Office for the parent, carer or designated adult to arrive. **Uncollected children are not to be placed in Discovery After-School Club.**
- If a parent, carer or designated adult is more than 10 minutes late in collecting their child, the Headteacher and School Office will be informed.
- The 'nominated person' (usually School Secretary or class teacher/ class teaching assistant) will then try to contact the parent, carer or designated adult by telephone.
- If unsuccessful, 'nominated person' will try to speak to any nominated contact person by telephone.
- The 'nominated person' will continue to try to contact parents, carers or any other emergency contact person at 5 minute intervals
- The child will remain the responsibility of the school and must remain under the direct supervision of the class teacher/ teaching assistant from their Team. **In no circumstances will a child be taken from the school by any person who is not authorised to collect the child.**
- **If, using all available contact numbers, the 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 Headteacher/ Senior Leadership Team will be informed and the staff member will contact First Contact Service 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 Headteacher/ staff member will try to contact parents leaving recorded messages where possible explaining what action has been taken.
- The Headteacher/ staff member will record all incidents of late collection using CPOMS, which will be discussed with parents or carers at the earliest opportunity.

