

Uncollected Child Policy and Procedure



'We can and we will'

GLEBE PRIMARY SCHOOL

Uncollected Child Policy and Procedure

Mission Statement:

At Glebe School we believe in an ethos that values the whole child. We strive to enable all children to achieve their full potential academically, socially and emotionally.

Aims:

- To ensure children are only released from the care of the school to individuals named by the parent/carer with parental responsibility.
- To ensure there is a clear procedure to be followed in the event of a parent failing to collect at an appointed time.

Legislation

"Procedure to be followed in the event of a parent and/or carer failing to collect a child at the appointed time" Statutory Framework for the EYFS 2017 (3.73)

https://www.foundationyears.org.uk/files/2017/03/EYFS_STATUTORY_FRAMEWORK_2017.pdf

The *Education Act 2002* places a statutory duty on all schools to safeguard children, to promote their welfare and to ensure everyone plays their full part in safeguarding children from abuse and neglect. <http://www.legislation.gov.uk/ukpga/2002/32/contents>

Every Child Matters (2003), the government's vision for children's services, proposed reshaping children's services to help children to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/272064/5860.pdf

The *Children Act 2004* is the legislative spine for the reforms, supporting: partnership between Local Authorities and local service providers; accountability, with LAs appointing Directors of Children's Services and Lead Members to provide vision and impetus for local change; sharper focus on safeguarding, with Local Safeguarding Children's Boards replacing Area Child Protection Committees; and inspection, with Joint Area Reviews assessing how successfully services are working together to improve outcomes.

<http://www.legislation.gov.uk/ukpga/2004/31/contents>

The DFE has published a series of helpful guides, including *Working Together to Safeguard Children (2013)*, *Guidance for Safer Working Practice for Adults who work with Children and Young Adults in Education Settings (2009)* and *Keeping Children Safe in Education (2018)*. On a reasonably regular basis updates are issued and incorporated in to this policy as necessary.

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Introduction

If a parent or authorised adult fails to collect a child at the appointed time, the school still has a duty of care towards the child and should follow the procedure outlined below.

Collection Procedures:

In order to achieve our aims, the following procedures will be followed:

- On admission to Glebe, parents/carers with parental responsibility will be asked to give names, contact details and descriptions of authorised adults who may collect their children in an emergency.
- It is the parents'/ carers' responsibility to inform the school of who is collecting their child and if there have been any changes.
- With written permission from parents/carers, older siblings, under 16 years of age, may be allowed to pick up their younger sibling if the parent is within visible walking distance of the front entrance.
- All children must be signed in and out of the school and details must be given of who will be collecting the child.
- If there is a change in the person due to collect the child, the parent/carer with parental responsibility must telephone, Dojo or come into the school to inform the staff. If by telephone the parent/carer may be asked to confirm their identity.
- In extreme cases, the parent/carer will be asked to give a password, to the office. The person then collecting the child will therefore need to provide this password for the child to be released into their care.
- If someone other than the named individuals (who have been given permission to collect) arrives to pick up a child, s/he will be asked to wait until the parent/carer has been contacted to confirm arrangements. If the parent/carer is un-contactable and the time they were due to collect has passed and if the individual is recognised as an authorised collector, the senior member of staff will make a decision as to if it is appropriate to allow the child to leave.
- In cases where an individual is not permitted to collect the child, we will not allow the child to leave the premises and will alert the parent/ carer straight away.
- If a member of staff has any concerns regarding the ability of a parent to care for their child (influence of alcohol/substances), they will seek advice from a member of SLT who in turn will seek advice from social care/police before releasing the child from the school.
- From year 5 upwards, parents can write formally to the school informing them that they authorise their child to walk home by themselves or that they will be walking to an agreed meeting point.

Non/late collection of children

- All school times must be adhered to, to ensure the safe and smooth running of the school.
- There may be odd occasions where parents do run slightly late due to traffic etc, but parents must always let the school know if they will be late.
- If a parent/carer is more than 10 minutes late or regularly a few minutes late a reminder will be issued by the office.

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If a parent/carer is regularly late collecting their child this will be referred to the Head teacher.

- If a parent/carer is more than 15 minutes late to collect and has not already contacted the school, then the office staff will seek to make contact with parent/carer.
- If a child is not collected at the end of the day and there has been no contact with the parent/carer, then the emergency contacts detailed on the child's registration form will be contacted and asked to collect the child.
- If the child is still in the school 30 minutes after the end of the day and no contact has been made, the Head teacher should be informed and this recorded on C.P.O.M.S (Child Protection Online Monitoring and Safeguarding).
- If there has still been no contact 45 minutes after the end of the school day, M.A.S.H (Multi Agency Safeguarding Hub) should be contacted and this recorded on C.P.O.M.S. Guidance given from M.A.S.H should then be followed.
- The child will stay at school in the care of two fully vetted members of staff until the child is collected either by the parent/carer, an authorized collector detailed on the admission forms or by a social care worker.
- Under no circumstances will staff leave the premises to look for the parent/carer, nor will they take the child home with them.

Reviewed: March 2024

To be reviewed: March 2026