



ST WYSTAN'S SCHOOL & NURSERY

UNCOLLECTED CHILD POLICY

This policy includes the Early Years Foundation Stage (EYFS)

Policy reviewed: January 2024

Policy to be reviewed: January 2026

This Policy forms part of our whole school Safeguarding Policy.

Policy statement:

In the event that a pupil is not collected by an authorised adult at the end of a session/day, St Wystan's School puts into practice agreed procedures. These ensure the pupil is cared for safely by an experienced and qualified practitioner who is known to the pupil. We will ensure that the pupil receives a high standard of care 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.

We inform parents that we apply our child protection procedures as set out in our Safeguarding Policy if their children are not collected from the setting by an authorised adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises. For children not collected within an hour we are legally required to contact social services. Our procedure is outlined in this policy.

Parent Requirements

Parents of children are asked to provide the following specific information on their Registration Form:

- Home address and telephone number
- Place of work, address and telephone number
- Mobile telephone number
- Who has parental responsibility for the child

Emergency Contacts and Medical Form:

- Home address and telephone number
- Emergency contact details
- Medical information
- Doctors surgery – name and phone number
(This information is reviewed annually)

On occasions when parents are aware that they will not be at home or in their usual place of work, or out of the country, they must inform us of how they can be contacted.

Pupils will only be dismissed into the care of others if the known parent/carer has informed the school of the name of the person who will be collecting them, and that person can identify themselves. ID will be requested by the member of staff dismissing the pupil.

Parents are informed that if they are not able to collect their child as planned, they must inform us as soon as possible so that we can put necessary measures in place. We provide parents with our contact telephone number; this can also be found on the school website.

Dismissal procedures:

- Pupils are dismissed by staff at the end of the school day, or after a club/After School Care, directly to their parent/carer or authorised adult.
- Pupils may only walk home alone if the parent/carer has given permission.
- All staff are aware of pupils in their care for whom there are special restrictions on who can/can't collect them.

Uncollected child procedure

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

- A check is made with the pupil's class teacher for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or at work. Should they be running late, the pupil will wait in the school office/be taken to wait in After School Care
- If parents are uncontactable, the emergency contact is called. If the emergency contact cannot be contacted, the pupil is taken to wait in After School Care.
- The pupil does not leave the premises with anyone other than parents/carers or those named on the Emergency Contacts Form.
- If no-one collects the pupil after one hour and there is no-one who can be contacted to collect the pupil, we follow the following procedures:
 - We contact social care via Starting Point on 01629 535353
 - The pupil stays at school in the care of two members of staff until they are collected either by the parents/carers/emergency contact or by a social care worker.
 - Social Care will aim to find the parent or relative, if they are unable to do so, the pupil will become looked after by the local authority.
 - Staff should not go to look for the parent or take the pupil home with them.
 - A full written report of the incident is recorded in the pupil's safeguarding file.
 - Depending on circumstances, the school reserves the right to charge parents for the additional hours worked by our staff.
 - OFSTED may be informed.

POLICY DEVELOPMENT AND REVIEW

This policy document was produced in consultation with the entire school community, including school staff and Governors.

Author	Headteacher		
Previous Reviews	Jan 2024		
Date of Next Review	Jan 2026		
Governing Body Approval	Yes/No	Signed/Dated	
Website/App	Yes/No	ISI	Yes/No
Staff Handbook	Yes/No	Parent Handbook	Yes/No