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Policy for

Uncollected Child

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Prepared by:	Adopted by Board of Directors	Signed	Renewal Date (3 year cycle)
		----- Chair of Board of Directors	<b>Spring 2020/21</b>

## **Policy and procedure for dealing with an uncollected child**

In the event that a child is not collected by their parent/carer at the end of a session/day, the academy puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner 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.

### **General**

Parents of children starting at the academy are asked to provide a home telephone number and, if applicable, a work and/or mobile number. We also require the names, addresses and telephone numbers of any other adults who are authorised by the parents to collect their child from the academy, for example a child-minder or grandparent.

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, the child will not be released without the parents' verbal consent. We agree with parents how to verify the identity of the person who is to collect their child.

If parents/carers know in advance that they will be unable to collect their child on time then they must contact the academy with the name of the person that they have designated to collect their child. This person would ideally be a named person on their child's emergency contact list.

We inform parents that, in the event that their child is not collected from the academy by an authorised adult within one hour after the academy has closed, the staff can no longer supervise the child on our premises. The child stays at the academy in the

care of two members of staff until the child is safely collected either by the parents or by a social care worker.

### **Procedures**

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

- Parents/carers are contacted at home or at work.
- If this is unsuccessful, any other adults who are authorised by the parents to collect their child from the academy, and whose telephone numbers are recorded on the emergency information forms, 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 in the child's file unless authorisation has been received from the child's parent/carer.
- Signed consent is required for any child(ren) whom the parent/carer wants to walk home alone in the winter when it is dark.
- If no-one has collected the child one hour after the academy has closed and academy staff have been unable to contact any of the nominated carers, senior management will contact the local authority children's social services care team or the out of hours duty officer. The Police will be contacted as a last resort.
- The child stays at the academy 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 be looked after by the local authority.
- Under no circumstances will staff go to look for the parent, nor will they take the child home with them.
- A full written report of the incident will be recorded in the child's file.

The teacher in charge is Mrs Lisa Hesmondhalgh.