



Uncollected child

Policy statement

If a child is not collected by an authorised adult by their expected collection time, Emmanuel Christian School Leicester will put into practice agreed procedures. The child will receive a high standard of care to cause as little distress as possible.

We make sure that parents/carers are aware of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedure

- Parents are asked to provide the following specific information when their child starts attending Emmanuel Christian School, 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 for use in an emergency.
 - Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the setting, for example a childminder.
- 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.
- On occasions when parents, or the persons normally authorised to collect the child, are not able to collect the child, they provide us with written details of the name, address and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child, i.e. giving a password, photo on the school iPad.
- Parents are informed that if they are not able to collect the child as planned, they must inform us of the alternative arrangements.

Our contact telephone number is found on our website.

- If a child is not collected at the end of school, we follow the procedures below:
 - 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 - 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 within one hour of their expected collection time and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
- We contact the local authority children's social care team: **0116 454 1004**.
- The child stays on the school site with two vetted adults, one of whom will be the headteacher, 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 will we go to look for the parent, nor leave the setting premises with the child.
- We ensure that the child is not anxious, and we do not discuss our concerns in front of them.
- A full written report of the incident is recorded in the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked.
- Independent Schools Inspectorate may be informed: **0207 600 0100**.

This policy was reviewed by the schools Governing Body on 03/09/2024 and will be reviewed every other year.