

UNCOLLECTED CHILD

We aim to provide a safe, secure, healthy and pleasant learning environment for all our children, school personnel and visitors. We have in place security procedures that will reassure parents that their children are safe from the time they arrive at school to the time they leave.

We will ensure that at the end of the morning session or at the end of the school day all children are collected by their parents/carers or a designated adult. Parents will feel confident that in the event that they are late in collecting their child on time that the school has in place procedures that will ensure the safety and security of their children. Children will remain in the care of the school until they are collected by their parent/carer or a designated adult.

Aims

To ensure the safety and security of children not collected on time at the end of the morning session or at the end of the school day.

Procedure

Role of the Governing Body

The GB has:

- delegated powers and responsibilities to the Principal to make the school a safe and secure environment;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Principal

The Principal will:

- ensure procedures are in place to ensure the safety and security children not collected on time;
- ensure school personnel, parents and children are aware of these procedures;
- monitor the effectiveness of this policy

Role of School Personnel

School personnel will:

- be aware of this policy;
- implement this policy;
- reassure a child who has not been collected on time that they have not been forgotten;
- call the parent/carer or designated person after 15 minutes of waiting;
- try other emergency contact numbers if the parent/carer cannot be contacted;
- wait with the child providing as much support and reassurance as is necessary;
- not release a child into the care and supervision of another adult until they have verbal permission from the parent/carer;
- not allow a child to go home alone even with the telephone consent of the parent/carer;
- not escort or take children home; unless given permission by the carer /parent;
- record all incidents of late collection;
- meet with parents who are persistently late in collecting their children

Role of Parents

Parents must:

- be aware of this policy;
- ensure the school has up to date contact details including emergency telephone numbers;
- have the school's contact details;
- ensure that their children are collected promptly;
- contact the school to explain that they will be late to collect their child;
- contact the school to explain that they will be late to collect their child and that a designated person known by the school will be collecting their child

Monitoring the Effectiveness of the Policy

Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the governors.

