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 T Hailwood, Chair January 2021

C Lord, Principal – January2021

**VICTORIA ROAD PRIMARY SCHOOL-** Uncollected Child Policy

**Policy Statement**

In the event that a child is not collected by an authorised adult at the end of a session, we put into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known by the child. The child will receive a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedure so that, if they are unavoidable delayed, they will be reassured that their children will be properly cared for.

**Procedures**

Parents of children starting at the setting are asked to provide specific information, which is recorded on our Registration Form:

* Home address and telephone numbers of parents/carers or guardians – landline and mobile.
* An alternative number for a trusted and authorised adult that they would allow us to contact  in an emergency.
* Work telephone number (if applicable).
* Who has parental responsibility for the child.
* Names, addresses, telephone numbers of adults who are authorised by parents/carers to  collect a child from the setting.
* Information about any person who does not have legal access to the child. Legal evidence is  requested.

On occasions when parents are aware that they will not be at home or in their usual place of work,  they are requested to inform us, in writing preferably, of how they can be contacted.

On occasions when parents/carers, or the person normally authorised to collect the child, are not able to collect the child, they provide us with written details of the person who will be collecting the child including name, address and telephone number. A member of staff will give the parent a chosen password to be used by this person on arrival if the person is unknown or unfamiliar to school staff. If the person does not know the password the staff will not release the child into their care without  making further check on their identity.

Parents/carers are informed that if they are not able to collect their child as planned at the end of a  session they must inform us so that we can implement back-up measures. We provide parents/carers with an emergency contact telephone number.

We inform parents/ carers that we apply our safeguarding procedures in the event that their child is  not collected by an authorised adult within 30 minutes after the end of a session and we have  received no contact from them.

If a child is not collected at the end of a session, we follow the procedure below:

* + -Place the child into after school care
	+ -The child’s file is checked for any information about changes to the normal collection routine.
	+ -The school office are asked if they have received any communication from parents/carers or person expected to be collecting the child.
	+ -If no information is available parents/cares are contacted by office staff trying all numbers on file.
	+ -If this is unsuccessful, the adults who are authorised by parents/carers to collect their child from the setting – whose numbers are recorded on the registration form – are contacted.
	+ -All reasonable attempts are made to contact parents/carers or nominated carers.
	+ -The child is not allowed to leave the premises with anyone other than those named on the registration form or in their file unless direct parent contact asks us to.
	+ -If no-one collects the child after 1.30 hours and there is no-one who can be contacted to collect the child, we apply the procedure for an uncollected child.
	+ - We contact the Local Authority social care team: CHECS 0300 123 5012
	+ -The child stays at the school in the care of two members of school staff until the child is  safely collected by either parents or by a social care worker.
	+ -Social care will aim to locate the parent, relative or an authorised person for collection. If  they are unable to do so, the child will become looked after by the Local Authority.
	+ -Under no circumstances will the child be taken to look for the parent/carer.
	+ -A full written report of the incident is recorded in the child’s file.
	+ -There will be a charge for after school after the first time that they have been left to pay for the care.
	+ -Ofsted may be informed.
	+ - COVID update- where after school club is not running the children will be cared for by SLT with a second member of staff available to support
* Policy adapted by CLord  Date: Jan 2021
	+ Approved by Governors: March 2020