**WEALD CPS**

**UNCOLLECTED CHILD POLICY FOR WHOLE SCHOOL**

**INCLUDING EYFS**

In the event that a child is not collected by an authorised adult at the end of a session/day, the school puts into practice agreed procedures. These ensure that the child is cared for safely by an experienced and qualified practitioner. We ensure that:

* The child receives a high standard of care in order to cause as little distress as possible.
* Parents are informed of our procedures so that they are reassured that their child/children will be properly cared for in the case of unavoidable delay.

**Procedures:**

Parents/carers of children starting at Weald CP School are asked to provide the following information, which is kept on the child’s file on the school database:

* Home address and telephone number
* Daytime telephone number
* Mobile telephone number
* Emergency contact number
* Who has parental responsibility for the child
* Those people who are authorised to collect the child from school
* The school adds a photographic record to the database as soon as possible for identification purposes

On occasions when parents/carers or those who normally collect the child are unable to do so, they are asked to provide us with written details of the name of the person who will be collecting the child on that day. We agree with parents how to verify the identity of that person, including the use of a password. A photograph is encouraged.

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

* The Headteacher is alerted by a staff member to the issue. The class teacher is involved immediately.
* The child’s file and contact book are checked for any information about changes to the normal collection routine
* If no information is available, parents/carers are contacted at home or at work
* The child does not leave the premises with anyone other than those named in the contact details provided by parents, as above
* If no contact is made for anyone to collect the child by 4.30 p.m., the Headteacher (Child Protection Officer) will be contacted and then the Social Services Care Team appropriate to the child’s home address will also be contacted.
* **(Kent Safeguarding Children Board):**

**Tel: 03000 41 11 11 or 03000 41 91 91**

* The child stays at the school in the care of two DBS checked employees (the Headteacher or a member of the Leadership Team would normally be one of these people) until the child is safely collected by either the parent/carer/authorised person or a social care worker
* ***Under no circumstances do staff go to look for the parent/carer, neither do they take the child home with them***

A full written report of the incident is recorded in the child’s file. The Headteacher would meet with parents of the child concerned on a formal basis to review procedures and ask for future written assurances.

DP: 0916