

Harestock Primary School
School policy
Uncollected Children at the end of the day

Date: Autumn Term 2017

Review date: Autumn term 2020

In the event that a child is not collected at the end of the school day at 3.15pm, if not attending After School club, or at the end of After School club session at 6pm (Mon – Thurs) and 5.15pm (Fri) by an authorised adult, the school will follow this agreed procedure. This will be available for parents and carers to see, so if they are unavoidably delayed they are reassured that their children will be safe and cared for.

- Staff will check with all other staff for any information about changes to normal collection routine
- Staff will try to contact all numbers listed on the child's registration form

At the end of the day the school has an obligation to stay with any uncollected child, until that child is collected.

The School must not release the children to any unknown person, even if the collection is late, unless contact is made by school or an authorised person to state that, because of an emergency, a different person will be collecting. The authorised person should give a physical description of the unknown person and this will be checked before permitting the child to leave.

If there is no response from all contact numbers 1 hour after the session has ended,

- Notify the Local Authority Children Services Duty Team