



# Bishop Bridgeman Church of England Primary School

## Uncollected Child Policy

At Bishop Bridgeman we work closely with the children, parents and the community to ensure that all the children have the very best start in life and are kept safe.

In the event that a child is not collected by an Authorised Adult at the end of a session/day, we will put into practice agreed procedures. By Authorised Adult we mean a parent, friend or relative that has been appointed by the child's parent or guardian. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

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

### Requirements of Parents

\* Parents of children joining Bishop Bridgeman Church of England Primary School and/ Or the Out of School Service, are asked to provide the following specific information which is recorded on our data collection 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 (if applicable).

\* Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the setting, for example a child-minder or grandparent.

\* Who has parental responsibility for the child.

\* Information about any person who does not have legal access to the child.

\* 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.

\* Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone number.

### Our Commitment to Parents

\* We inform parents that we apply our child protection procedures as set out in our Child Protection and Safeguarding Policy in the event that their children are not collected from setting by an Authorised Adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises.

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

- We expect pupils to be picked up promptly at the end of the school day, or at the end of activities where these have been pre booked. If this does not occur we will assume an emergency has caused the delay and will instigate our procedure, unless parents contact us to let us know they will be delayed.
- Parents of children who will be collecting their children more than 15 minutes later than our finishing time (3.20 pm for Reception to year 6 3.30pm for nursery) are reminded to telephone us if they are going to be delayed.

For children who are not collected at the expected time, the following procedure will be carried out:

- Check with the Secretary/answer phone to see if any messages have been received.
- Call the parents on given contact numbers, if no one is available on these numbers two members of staff will remain with the child at all times. Under no circumstances will staff go to look for the parent/carer, nor will they take the child home with them.
- If the child has still not been collected 1 hour beyond the expected pick up time, and no contact has been established with the parents or emergency contacts, Bishop Bridgeman School is legally required to contact Social Care, to advise that a child in their care has not been collected for advice and guidance with regards next steps.

Contact should be made with the Social Care Team for the area in which the Child resides, asking to speak to the Duty Worker:

Social Care West - 01942 634625

Social Care South - 337729 or 77

Social services will aim to find the parent or relative if the members of staff are unable to do so. If the parents or emergency contacts cannot be contacted by Social Care, the child will be admitted into the care of the local authority,

\* A full written report of the incident is recorded in the child's file.  
Safeguarding and Child Protection Policy & Procedure.

**Reviewed Date: September 2017**

**Next Reviewed Date: September 2018**