



ST. ANNE'S C.E.(VC) PRIMARY SCHOOL



UNCOLLECTED CHILD POLICY

'Together With God, Making Learning a Life Long Friend'

We are a Church of England School and our policies are written with a commitment to our Christian Character, which is rooted in the Bible.

Start children off on the way they should go and even when they are old they will not turn from it (Proverbs 22:6)

Approved : Spring 2022
Review date: Spring 2024

Rationale:

This policy outlines the procedures to follow should a child not be collected at the end of the school day, from an after-school club, educational visit, sporting fixture or a school event.

1. The teacher informs the Office staff and accompanies the child to the office.
2. Office staff rings contacts numbers. If office staff not available member of the SLT (Senior Leadership Team) will do this.
3. Child waits to be collected outside office under supervision of office staff or SLT member if no office staff present.
4. The child must stay in school until collected and must be handed over to parent/carer
5. If the parent suggests the child leaves the site unaccompanied then this might be suitable for Year 5/6 pupils but not recommended for younger pupils, in which case the school should insist that the parent or carer collects the child in person.
6. If the child is told to meet the parent at the gate then the office staff SLT member should escort pupil and hand over to parent/carer.
7. A note should be kept of parents who persistently fail to collect pupils on time and this will then be followed up by the Headteacher.

8. After 10 minutes, the child may be placed in St Anne's Kid's Club. It will be at the discretion of the Headteacher and Kid's Club Manager whether parents are charged at the rate for Kid's Club.
9. Consent shall be sought from parents / carers for permission for older children (Year 5/6) to be dismissed from site unaccompanied. Where parents / carers request that children are collected, children will be kept at school until the parent / carer collects following points 1-6.

Children who are on Child Protection register

These children should only be collected by the named person.

In the event of an unknown person attempting to collect a pupil then the appropriate carer/parent should be contacted first before the child is handed over. It may be necessary to contact either social services or the police.