



Holy Family Catholic Primary School

# Uncollected Child Policy

**APPROVED BY: SENIOR LEADERSHIP**

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## **INTRODUCTION**

- **A procedure to be followed in the event of a child not being collected at the appointed time**

### **PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME**

The school will ensure that all children are collected by a parent, carer or designated adult. If for some reason a child is not collected at the end of a session, the following procedures will be activated:

We undertake to look after the child safely throughout the time that he or she remains under our care.

- If a child is not collected within the agreed collection time, a member of the office staff will call the parent, carer or designated adult, and use any other emergency contact details available, in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.
- While waiting to be collected, the child will be supervised by members of staff who will offer them as much support and reassurance as is necessary.
- If a child is not collected at lunchtime, while they wait, they will stay with the rest of the group for the afternoon session, for which they may be charged. Staff will continue to try to contact the parents/carers or other designated adults on the emergency contacts sheet.
- If a child is not collected at the end of the school day, 4.45 pm, a message is left on a parents answer machine explaining that Social Care has been informed.
- If pupils are late collected from the After School Clubs on two occasions they will not be permitted to attend
- If all attempts to contact a parent/legal guardian, designated person or emergency contact fail then the person in charge at the time should inform the Local Authority Social Services Department of the situation without delay.
- The duty social worker will take charge of the situation and decide what happens next, and whether the police need to be involved in helping to trace the parent/guardian of the child.
- Social Care will attempt to find the parent or relative. Emergency arrangements will be made for the child in consultation with the Local Authority Social Care.
- The child will not leave the premises with anyone other than those named on the Registration Form or in their file.
- On occasions when parents or the persons normally authorised to collect the child are unable to do so, parents advise how to verify the identity of the person who is to collect their child
- Under no circumstances should staff go to look for the parent or take the child home with them.
- A full written report of the incident is recorded in the child's file.
- Continual incidents of late collection will be recorded and discussed with parents/carers at the earliest opportunity and reported to The Education Welfare Officer

### **PARENTS REFUSAL TO COLLECT A SICK CHILD**

It is the parent's responsibility to ensure the child's emergency contacts are kept up to date. These should include allocated persons who are able to collect when the parent is unavailable. If the parent refuses to collect the child from school, the school will continue to monitor the child and follow the First Aid Policy.

Where senior leaders feels that the child remaining in school, due to parents refusal to collect, is to the detriment of the child, then the school will have no option to report this to Social Care as a form of neglect.

## PARENTS REFUSAL TO COMPLY WITH A SCHOOL SUSPENSION

When a school suspends a pupil, the safety and welfare of the child remains the exclusive responsibility of the parent or carer.

If a parent refuses to cooperate with the decision and continues to send the child school, the school should not place an unaccompanied child at risk by refusing to allow them on site.

If the parent refuses to collect the child from school, the school may impose an internal suspension or defer the suspension until such time as the parent cooperates with the suspension.

Continued refusal by the parent/carer to cooperate with the suspension should be considered under the school's Safeguarding Policy as potentially placing the child at risk of [Significant Harm](#) to their emotional or intellectual development.

### **Neglect**

*Neglect is the persistent failure to meet a child's basic and essential needs. It can occur during pregnancy as a result of maternal substance abuse. It can include a failure to provide adequate food, clothing and shelter, failure to protect a child from physical and emotional harm and failure to provide adequate medical care or treatment.*

*Neglect is the failure to supply or meet a child's primary physical, emotional, academic, and medical requirements. Parents or guardians may leave a child under the supervision of someone understood to be abusive, or they may leave a young child alone. There are many types of neglect.*

*Parents or guardians may not obtain proper care for the child in medical neglect, such as required treatment for wounds or physical or mental health conditions. Parents may postpone getting medical care when the child is ill, putting the child in danger of more extreme sickness and even death.*

**Form for Uncollected children/Missing Children**

Procedure when parents fail to collect a child or when a child goes missing:

Registered Person in Charge.....

The following child has not been collected

(Tick as appropriate)

The following child has gone missing

Name of Child..... DOB .....

Address .....

.....

Tel No .....

Name of parent/guardian .....

**For child not collected:**

Date & time child should have been collected.....

Name of person who should have collected the child .....

This person is the parent guardian emergency contact

**For child gone missing:**

Date, time & location of disappearance .....

.....

Who was responsible for caring for the child at the time he/she disappeared? .....

What was the child wearing? .....

Any distinguishing features? .....

Circumstances surrounding disappearance? .....

.....

.....

Duty Social Worker informed for child not collected (date/time) .....

Parents contacted Yes

No (Tick as appropriate)

What happens next? .....

Signed by registered person .....Date .....