

Uncollected Child Policy



SCHOOL MISSION STATEMENT

St Catharine's Primary School provides an inclusive Catholic education, expressing love of and trust in Jesus. We empower individuals to

“Let Their Light Shine”

(Matthew 5:16) through courage, compassion and community.

Approved by:	Teaching and Learning Committee
Operational review by:	Carol McCarthy (SBM)
Date of meeting:	10 March 2022
Next review due:	1 March 2027

Contents

Introduction 3

Aims..... 3

Responsibility for the policy and procedure 3

Raising awareness of this policy..... 4

Training..... 5

Monitoring the effectiveness of the policy 5

Introduction

We aim to provide a safe, secure, healthy and pleasant learning environment for all our children, school personnel and visitors. We have in place security procedures that will reassure parents that their children are safe from the time they arrive at school to the time they leave.

We will ensure that at the end of the morning session or at the end of the school day all children are collected by their parents/carers or a designated adult. Parents will feel confident that in the event that they are late in collecting their child on time that the school has in place procedures that will ensure the safety and security of their children. Children will remain in the care of the school until they are collected by their parent/carer or a designated adult.

Aims

To ensure the safety and security of children not collected on time at the end of the morning session or at the end of the school day.

Responsibility for the policy and procedure

Role of the governing body

The Governing Body has:

- delegated powers and responsibilities to the Head Teacher to make the school a safe and secure environment;
- delegated powers and responsibilities to the Head Teacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- nominated a link governor to be responsible for Health and Safety including school security and to visit the school regularly, and to report back to the Governing Body;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the head teacher

The head teacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure procedures are in place to ensure the safety and security children not collected on time;
- ensure school personnel, parents and children are aware of these procedures;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;

Role of school personnel

School personnel will:

- be aware of this policy;
- implement this policy;
- reassure a child who has not been collected on time;
- take the child to the School Office if uncollected at the end of the school day;
- Secretary/ After School Club staff will call the parent/carer or designated person after five minutes of waiting;
- try other emergency contact numbers if the parent/carer cannot be contacted;
- wait with the child providing as much support and reassurance as is necessary;
- not release a child into the care and supervision of another adult until they have permission from the parent/carer;
- not escort or take children home;
- contact the local Children Services department if after repeated attempts no contact is made with the parent/carer or designated person;
- leave a message and contact number for the parent/carer or designated person informing them that their child is being looked after by the local authority;
- record all incidents of late collection;
- meet with parents who are persistently late in collecting their children;
- report any concerns they have on any aspect of the school community;
- If a child is uncollected from After School Club, 2 members of staff will stay with the child, and follow the procedure.

Role of pupils

Pupils will:

- be aware of and comply with this policy;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;

Role of parents/carers

Parents/carers must:

- be aware of this policy;
- ensure the school has up to date contact details including emergency telephone numbers;
- have the school's contact details;
- ensure that their children are collected promptly;
- contact the school to explain that they will be late to collect their child;
- contact the school to explain that they will be unable to collect their child and that a designated person known by the school will be collecting their child;

Raising awareness of this policy

We will raise awareness of this policy via:

- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as newsletters
- reports such annual report to parents and Head Teacher reports to the Governing Body

Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

Monitoring the effectiveness of the policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Head Teacher and the nominated governor.

Linked Policies:

Safeguarding & Child Protection Policy
Health & Safety Policy

