



UNCOLLECTED CHILD POLICY

RGS Springfield
July 2019

RGS SPRINGFIELD UNCOLLECTED CHILD PROCEDURE

In the event of a child not being collected at the normal end of the school day, ie. 3.30pm, the member of staff on duty should take the child to the front door, where they will remain until 3.45 pm.

If, at 3.45 pm, the child has still not been collected, the member of staff should inform the After School Care Manager or EYFS staff. Staff will book children into ASC and await parental collection. The office may phone the parent or contact number if necessary.

After School Care Procedures

The After School Care Manager and one member of staff must remain on the premises until all children are collected. If a child has attended After School Care and is not collected by 6.00 pm, the After School Care staff should attempt to make contact with the child's parents or carers using the contact telephone numbers located in the School Office and After School Care file. They should also inform the Head of Springfield that a child is uncollected. If the Head of Springfield is unavailable then contact should be made with the Deputy Head or with a member of the Senior Leadership Team.

If there is no response on the contact numbers two members of staff (After School Care and/or the Head of Springfield) will remain with the child at school until 6.20 pm. They will keep trying to make contact until this time.

At 6.20 pm the Head of Springfield or member of SLT will inform the Police if a parent has not been in contact.

The uncollected child will remain in the care of the Head of Springfield or After School Care staff until collected by the parent/carer/designated adult.

This policy applies to all pupils including those in EYFS.

Sponsor – Mrs Laura Brown September 2011

Amended – November 2011 Reviewed and Amended September 2013

Reviewed and Amended March 2014 Endorsed on the 20th day of March 2014 by the Governor with responsibility for Health and Safety

Reviewed August 2016, no amendment necessary

Endorsed on the 1st day of September 2016 by the Governor with responsibility for Health and Safety

Reviewed July 2017 by Laura Brown, minor amendment only.

Endorsed on the 1st day of August 2017 by the Governor with responsibility for Health and Safety

Reviewed July 2018 by Laura Brown, minor amendment only.

Endorsed on the 26th day of July 2018 by the Governor with responsibility for Health and Safety

Reviewed July 2019 by Laura Brown, minor amendment only.

Endorsed on the 15th day of July 2019 by the Governor with responsibility for Health and Safety