

Uncollected Child Policy

[Next update – September 2018]

This Policy should be read in conjunction with the School's policies on Child Protection and Safeguarding, Health and Safety in School and on Visits, Emergency Procedure, and Missing Children. The School complies fully with the requirements of the Education Act 2002, and the Education (Independent Schools) (England) requirements 2010.

Priory School is dedicated to promoting the safeguarding and the welfare of its pupils, including those in the EYFS, from their arrival at school until their departure at the end of the day.

1. On arrival, pupils report to their classrooms for registration. Pupils may not leave during the school day unless they are collected by their parents or, for older pupils, they have informed the school office of their departure.
2. At the end of the day, pupils departing on the school bus congregate in the entrance hall to be assigned to the correct bus and to be signed off. Pupils collected by their parents are escorted to the playground and handed over to their parents or designated persons by teaching staff on duty.
3. If a pupil is not collected, the teacher or teachers on supervision duty will take the pupil back to the school office and parents will be called. If parents do not respond, designated emergency contacts will be called. The pupil will join those staying for Homework Club while the Principal or person with delegated authority for the after-school session continue to call parents or emergency contacts. The Principal or appropriate senior members of staff will be consulted.

At the end of after-school activities, attendees and any uncollected pupils will be taken to the front door for their parents to collect them. If they are not collected within fifteen minutes of the activity's end, parents and/or emergency contacts will be called.

If the pupil is not collected within 45 minutes of the end of the activity and contact cannot be made with parents or with emergency contacts, the local Social Services department will be consulted for advice. In the event of the pupil being passed to a child protection agency, the Principal or a delegated authority will try again to leave a message with the parents or with designated emergency contacts. A note will be left on the door of the school premises informing the parent, carer or designated emergency contact of what has happened, reassuring them of the safety of their child and providing a contact number of local Social Services.

Under no circumstances will the uncollected child be taken home by a member of staff or away from school premises, unless absolutely necessary. The child remains in the care of the school until they are collected by the parent, carer or designated emergency contact, or placed in the care of social services.

Any such instances will be recorded by the Principal and discussed with the parents at the earliest possible opportunity.

**Authorised by the Principal, Mr E J Matyjaszek
October 2017**

