




South Lee Prep School
Bury St Edmunds

Uncollected Child Policy September 2024

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Key Author	DSL
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Signed: 	Steve Honeywood, Chair of Governors 3/9/24
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UNCOLLECTED CHILD POLICY

This policy applies to all pupils at South Lee School, including those in the EYFS.

POLICY STATEMENT

In the event that a child is not collected by an authorised adult at the end of a day, the School puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

South Lee School informs parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedures

- Parents of children starting at the school are asked to provide detailed information and contact details for parents and carers of the child.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they provide us with details of the name and telephone number of the person who will be collecting their child. Where necessary, we would agree with parents to have a password system in place to verify the identity of the person who is to collect their child.
- Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone number (the school office).
- We inform parents that we apply our child protection procedures as set out in our safeguarding and child protection policy in the event that their children are not collected from the school by an authorised adult within one hour after the school has closed and the staff can no longer supervise the child on our premises.

UNCOLLECTED CHILD

If a child is not collected at the end of the session/day, we follow the following procedures:

- Contact parents/ carers via telephone.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the school – and whose telephone numbers are recorded on the pupil/ parent record sheet – are contacted.
- Inform Head, or in her absence, Deputy Head/sDSL (Numbers are in the staffroom)
- All reasonable attempts are made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named on the pupil/ parent record sheet or in their file.
- If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
- We contact our local authority children's social services care team on:

Customer First: 0808 800 4005 (24 hours)

MASH: 03456 066 167

- The child stays at school in the care of two fully-vetted workers until the child is safely collected either by the parents or by a social care worker.
- Social Care will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances should staff go to look for the parent, nor should they take the child home with them.
- A full written report of the incident is recorded in the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
- Ofsted may be informed:

0300 123 1231