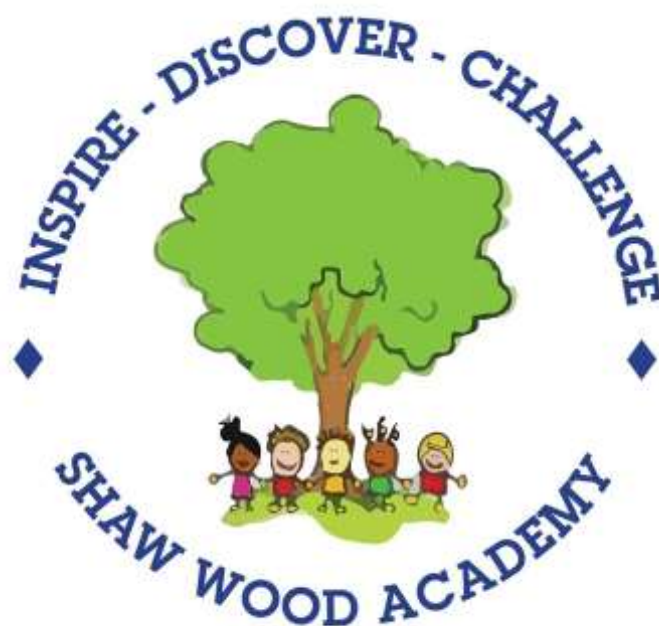


# **SHAW WOOD ACADEMY**



## **CHILDREN NOT COLLECTED** **- EXPLORERS POLICY**

<u>Date Published: September 2021</u>	<u>Review Date: September 2023</u>
<u>Compiled By: MC &amp; MR &amp; DR</u>	<u>Authorised By:</u>

Staff will:

- 1 Implement this policy
- 2 Reassure a child who has not been collected on time that they have not been forgotten
- 3 Call the parent/carer or designated person from 5:40pm.
- 4 Try other emergency contact numbers if the parent/carer cannot be contacted
- 5 Provide as much support and reassurance as is necessary
- 6 Not release a child into the care and supervision of another adult who does not have the child's password, unless prior notification.
- 7 Not allow a child to go home alone even with the telephone consent of the parent/carer unless the child is in Y3 – Y6
- 8 Not escort or take children home unless there are exceptional circumstances and is agreed by a member of the Senior Leadership Team
- 9 Inform the senior management team and pastoral team at 5.45pm if pupils are still on site and there has been no communication with parent/carer
- 10 Contact the local Children's Services department (CMARAS – 01302 737777) If after repeated attempts no contact is made with the parent/carer or other designated contact no longer than 30 minutes after the end of the Explorers session.
- 11 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
- 12 Record all incidents of late collection on CPOMS if after 5.45pm. Pupils that require adding to CPOMS in Nursery will be decided by the Nursery Teacher or Senior Leadership Team
- 13 Meet with parents who are persistently late in collecting their children
- 14 Please inform members of SLT at each stage of the process so appropriate support can be provided.