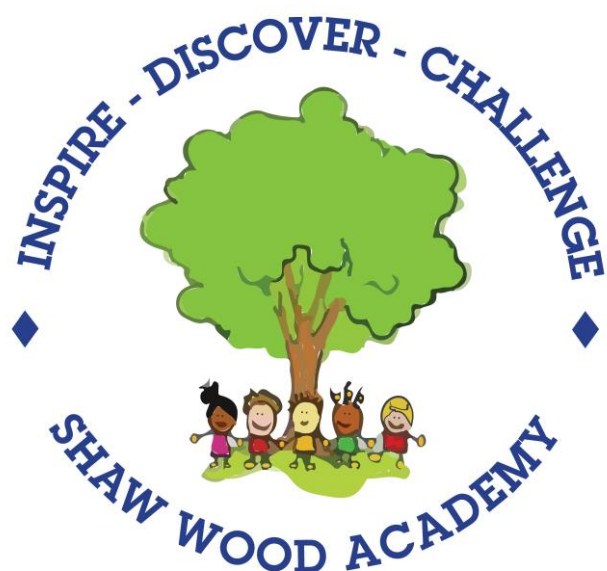


SHAW WOOD ACADEMY



CHILDREN NOT COLLECTED POLICY

Date Published: June 2019

Review Date: May 2022

Compiled By: MC & MR & DR

Authorised By:

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 3:10pm. Staff may be asked to assist with telephoning parents for children who have not been collected if there is only one member staff in the office.
- 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; or Y3- Y6 is unknown to them 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 3:30pm 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 school 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 3:30pm. 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 Take pupils to Explorers when children are not collected on time from After School Clubs
- 15 Please note: times for phoning parents/carers will be different for Nursery pupils who have various finishing times. The Nursery Teacher will liaise with the office staff and the leadership team