



## **Chadsmead Primary Academy**

### **Uncollected Child Procedure**

At Chadsmead Primary Academy we will ensure that children and their families will be offered a safe and stimulating environment within which children can have fun, be happy and flourish.

At the end of the school day we will ensure all children are collected by a parent, carer or designated adult. If a child is not collected at the correct time the following actions will take place:

- If a parent, carer or designated adult is more than 10 minutes late in collecting their child from their classroom the class teacher will take the child/ren to the school office where the office staff will contact the parent, carer or designated adult by telephone.
- If unsuccessful the office staff will try to speak to any nominated contact person by telephone.
- The office staff will continue to try to contact parents, carers or any other emergency contact person at 10 minute intervals throughout the remainder of the day. The child will remain the responsibility of the school and in no circumstances will be taken from the school by any person who is not authorised to collect the child.
- If, using all available contact numbers, the office staff have been unsuccessful in identifying a reason for the delay in collection and a suitable contact is not available to collect the child the Head teacher will be notified and they will contact First Response.
- Two members of staff will remain on the premises with the child. Under no circumstances will the child be taken to the home of a member of staff or any other unauthorised person.
- If school has no alternative but to leave the child with the Social Care, the Head teacher will try to contact the parents, carers or designated adults leaving recorded messages where possible explaining what action has been taken.

The school will record all incidents of late collection which will be discussed with parents or carers at the earliest opportunity.