

# Avenue Pre-Preparatory School and Nursery

## Uncollected Children Procedure

Date of policy: September 2021

Date of policy review: September 2022

Authorised by Mary Fysh, Principal and Martin Ayres, Chair of Advisory Board

### Contents

- Contents Procedure
- Related Policies.

### Procedure

This procedure is part of the suite of policies and procedures forming the overarching approaches in the school to child protection and safeguarding.

If a child is not collected within 15 minutes of the agreed collection time, the Principal will be alerted and arrangements will be made to contact number(s) for the person who has been specified as responsible for picking up the child that day. If there is no answer every effort will be made to call the parents and the emergency contacts for the child. During this time, the child will be safely looked after in the school by a nominated member of staff.

If it proves impossible to contact any persons named on the Registration and Consent Form, arrangements will be made by the Principal to safely care for the child within school premises pending contact with parents or named person. Parents are requested to sign the clause on the Registration and Consent Form giving their permission for the school to act in this way in order to safeguard the child pending collection. In the absence of the Principal a senior member of staff will be nominated to ensure these procedures are fully implemented.

The Principal or senior member of school staff will continue to make telephone calls to the child's parents, carers and emergency contact named on the Registration and Consent Form.

Children's services of the local authority will be informed if parents or carers are unable to be contacted after 3 hours. The school will then act on the advice provided.

**The school will continue to make every effort to look after the child safely throughout the time that he or she remains under our care.**

Related Policies

- Collection of Children
- Child Protection/Safeguarding (September 2021)