



## Cowling Community Primary School Non Collection of Child Policy



### **Statement of intent:**

In the event that a child is not collected by an authorised adult at the end of a session/day the setting will put into practice the following agreed procedures.

### **Aim:**

The aim of these procedures is to ensure that the child continues to receive a high standard of care and suffers as little distress as possible and that parents can be assured that if they are unavoidably delayed their child/children will be properly cared for.

### **Method:**

- When children are admitted into the school, parents are provided with our contact telephone number and are asked to provide specific information which is recorded on our registration form. This includes home address and telephone number and other emergency contact number(s). Parents are requested to inform us of any changes to contact details immediately.

- Parents are also asked for information about adults who are authorised to collect their child/children and any persons who do not have legal access to the child.

- The school expects parents to collect their child/children at **3.30pm**. Parents are asked to inform us immediately if they are unable to collect their child/children as planned either in person or by telephone. If they are able to authorise another adult to collect the child/children, we will agree with them on how we can identify that person.

If a child is not collected at the end of a session/day by an authorised adult, we will apply the following procedures :

- The school will try to contact the parents/carers using the contact details available.

- The school will try to contact any other authorised emergency contacts provided.

- The school will continue to make all reasonable efforts to contact all authorised carers. During this time the child will remain at the setting under the care and supervision of the after-school club staff and will not leave the premises with anyone other than the person/persons authorised by the parent/carer on the registration form or verbally to a member of staff.

- If no-one has collected the child after one hour and the school has been unable to contact the parent/carer or other authorised persons, using all reasonable efforts, then the school will apply the uncollected children procedures.

### **Uncollected children procedures**

● The school will contact the local department for Children's Social Care. (Tel. No. **0300 131 2 131**) and inform them that we have an uncollected child.

● The child/children will remain at the setting in the care of two familiar and fully vetted adults until social workers or parents/carers arrive.

● Children's Social Care will attempt to locate the parent/carers. If they are unable to do so, then the child/children will be admitted into the care of the Local Authority.

● Under no circumstances are staff to go to look for the parent off the school premises nor are they to take the child home with them.

● A written account of any incident will be recorded in the child/children's file.

### **Extended Services:**

Breakfast club

This takes place before the normal school day and therefore this procedure will not apply.

After-school club

If a parent/carer does not arrive at the end of After-school club to collect a child, the head-teacher and other emergency contacts will be informed, and the normal procedure will be applied with all reasonable attempts being made to contact parent/carers before Children's Social Care are contacted.

### **Key contacts**

Multi Agency Screening Team (MAST) **0300 131 2 131**

Once information is shared the universal referral form must be submitted to [social.care@northyorks.gov.uk](mailto:social.care@northyorks.gov.uk)

Out of Hours (Monday – Friday 9am-5pm) call 0300 131 2 131. to speak to the Emergency Duty Team.

**Professional's Consultation Line** 01609 535070 is available between 10am and 4pm.

**Date: 25/04/2024**

**Signature K Dawson**

**Review Date 25/04/2025**