



## Uncollected Children Policy

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| <b>Date agreed by governors.</b> | April 2021                                           |
| <b>Review Date</b>               | April 2023                                           |
| <b>Policy Written by</b>         | Leeds City Council<br>and Lane End<br>Primary School |

### Safeguarding Statement

At Lane End we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at Lane End.

We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

We also exercise this responsibility by educating our children so that they grow in their understanding of their rights and responsibilities to themselves and others, in safety consciousness, and, in their maturity and abilities to keep themselves and others safe.

We perceive this to be part of our role in promoting British values.

## **Statement of intent**

At Lane End Primary School we work closely with the children, parents, carers and the community to ensure that all the children have the very best start in life and are kept safe.

In the event that a child is not collected by an Authorised Adult at the end of the day, our school will put into practice agreed procedures. By Authorised Adult we mean a parent, carer, friend or relative that has been appointed by the child's parent or guardian. Under such circumstances, the child will be cared for and kept safe in school.

We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

## **Requirements of Parents**

Parents of children joining our school are asked to provide the following specific information which is recorded on our Data Checking Sheet:

- Home address and telephone number.
- Place of work, address and telephone number (if applicable).
- Mobile telephone number (if applicable).
- Names and telephone numbers of adults who are authorised by the parents to collect their child from school, for example a childminder or grandparent
- Information about any person who does not have legal access to the child e.g. details of any court orders.

A password will also be provided by the parents/carers to be used in the event an adult is collecting their child who is not already on the authorised list. Parents should inform the school on the day this procedure will be used. Further information will also be collected on the authorised adult collecting the child (see below).

We expect pupils to be picked up promptly at the end of the school day, after extra-curricular clubs or after our after-school provision. If this does not occur we will assume an emergency has caused the delay and will instigate our procedure, (detailed in section 4.) unless parents contact us to let us know they will be delayed.

On occasions when parents are aware that they will not be at home or in their usual place of work, (for example if they are on holiday or working away) they will inform us in writing of how they can be contacted.

On occasions when parents/carers or the persons normally authorised to collect the child are not able to collect the child, they provide us with details of the name, and telephone number of the person who will be collecting their child (we will agree with parents how to verify the identity of the person who is to collect their child – this is likely to be the authorised password system).

If parents are not able to collect the child as planned, they must inform us so that we can begin to take appropriate measures. We provide all parents with our contact telephone number.

## **Our Commitment to Parents**

We inform parents/carers that we apply our Child Protection procedures in the event that their child(ren) is not collected from school by an 'Authorised Adult' within 45 minutes after school has finished at 3.15pm (4.00pm) or 30 minutes after an extra-curricular club at 4.15pm (4.45pm). For a child who attend our after-school provision which finishes at 5.00pm our procedures would commence after 30 minutes (5.30pm).

If a child is not collected, we will initiate the following procedures:

### **Procedures for Uncollected Children**

Parents of pupils who will be collecting their children, on the rare occasion, more than 15 minutes later than our finishing time, are reminded to telephone us if they expect to be delayed.

If a child is not collected at the end of a normal school day by 3:30pm they will go into our after-school provision and parents will be charged £4.

For pupils who are not collected at the expected time, the following procedure will be carried out by staff:

- Class teacher: check with the School Office to see if any messages have been received.
- School Office: call the parents/carers on given contact numbers, if no one is available on these numbers, the Headteacher / Assistant Headteacher should be informed.
- The child will sit outside the school office. They will move into after school provision as detailed above after 15 minutes.
- Under no circumstances will staff go to look for the parent/carer, nor will they take the child home with them.
- If the child has still not been collected by 4.00 pm if not at a club, or 4.45pm if at an extra-curricular club, or 5:30 if at our after-school provision and no contact has been established with the parents or emergency contacts, Lane End Primary School is legally required to contact Leeds City Council Children's Services (Duty Assessment & Referral Team), to advise that a child in our care has not been collected.
- The child will stay at school in the care of staff until he / she is safely collected either by the parents or by a social worker.
- If the parents or emergency contacts still cannot be contacted by Children's Services, then the child will be admitted into the care of Leeds City Council Children's Services.
- A full written report of the incident will be recorded in the child's file.

Repeated incidents of late collection will be recorded and discussed with the parent / carer at the earliest opportunity.

### **Duty and Advice Contact Details:**

0113 3760336 (Mon – Fri 8am – 6pm)

0113 5350600 (Out of office hours)