



POLICY AND PROCEDURE

FOR

ACCOMMODATING "UNCOLLECTED" PUPILS

November 2021

PUPILS THAT HAVE NOT BEEN COLLECTED. PROCEDURES

It is recognised that most pupils are collected or make their own way home (Year 6) at the end of the school day without problem. The pupil becomes the responsibility of the parent/carer once they have left the school premises.

On occasion it may occur that a child has not been collected / does not know the arrangements parents have made on that particular day for travel to home.

Should a child fail to be collected the following procedures are to be activated:

- The child returns to the building with the duty teacher and is accompanied to the office area.
- Contact with home / emergency contact is made via school office and arrangements for the child to be collected are made.
- The child remains in office area supervised until a responsible adult arrives / instructions are given for alternative arrangements.
- If the child is still in school after the office closure (4.15p.m.) the child must be supervised by a member of the teaching staff.
- If after trying all available contact numbers, the HT, DHT or most senior member of staff has been unsuccessful in identifying a reason for the delay in collection and a suitable contact is not available to collect the child by the time school is closing (Approx 5.30p.m), Social Care Direct will be informed.
- Two members of staff will remain on the premises with the child. If, under extreme circumstances, staff have to take the child home or to a designated adult, then all safeguarding procedures must be followed to ensure the safety of all.
 - 2 members of staff to accompany child
 - Booster seat to be used for child under 135cm height.
- In the event that the school has no alternative but to leave the child with social care then HT/DHT will leave recorded messages where possible with parents explaining the action that has been taken.

The HT/DHT/senior member of staff will record all incidents of late collection on CPOMS which will be discussed with parents at the earliest opportunity.