



Uncollected Children Policy

LEADER / CO-ORDINATORS	Mrs J. Farrimond
GROUPS INVOLVED IN DISCUSSION	Headteacher Senior Leadership Team All Staff Governing Body
LINK TO SCHOOL IMPROVEMENT PLAN	Priority 1 and 2 – Quality for Leadership and Management Safeguarding

Introduction and Aims

We aim to cater for the individual needs of every child and to equip them with a better understanding of the world in which they live. We believe that each and every child deserves the very best and that they are encouraged to develop their abilities to the full. Children achieve best through regular attendance at school and the development of supportive relationships between parents / carers and school staff. These are essential in ensuring that every child's needs are catered for and that every child is secure and safe during their time at school and when being collected during the day or at the end of the school day.

Mission Statement

As stated in our school's Mission Statement, our 3 aims are to-

- ~ Have a sense of responsibility and take an active part in serving our world;
- ~ Have a growing understanding of Gospel Values and gather together in prayer and Worship;
- ~ Have a passion for learning and an enjoyment for discovery.

"Hand in Hand,

In the image of Jesus,

We grow together and celebrate who we are."

The staff of St. Aidan's Catholic Primary School will work to give each child the entitlement of a broad, balanced, differentiated curriculum (irrespective of ability) encouraging in every individual a sense of self-worth and self-esteem. All teaching and learning is underpinned by the school mission statement.

Collection of pupils at the end of the school day

- Foundation Stage children must be collected by an authorised person (as agreed with the class teacher).
- KS1 children must be collected by an adult or older sibling (aged 14+)
- KS2 children may be collected or go home by themselves

In Reception and KS1, children are to be collected from the KS1 playground. Pupils are escorted to the area by school staff, who wait on the top area with their pupils until all children have been collected. Staff have good visibility of this area and pupils may descend the playground steps when a familiar contact is recognised by the staff. Parents are asked to stand well back on the playground area to reduce congestion and aid visibility. Parents' co-operation with this is encouraged and much appreciated.

On the ground level (Key Stage Two) classrooms, pupils leave independently from the external classroom doors at the rear of the building. On the upper floor level (Key Stage 2) classrooms, pupils are taken on to the Key Stage playground by a member of staff. Staff supervise all areas as children are collected / leave.

It is expected that if the adult expected to collect the pupil is not present, they will return to a member of staff and inform them immediately. **Any pupil not collected within 10 minutes will be brought to the school office to be collected from there.**

Pupils attending Care Club

Pupils from all year groups may attend Care Club after school. The meeting place for these pupils is the school hall. Care Club staff meet all pupils here, where a register is taken and checked against the pupils who are booked into the Club. When all pupils are present the group moves over to the Nursery building/New Hall altogether. When a child does not present for Care Club, the staff will liaise with the School Office and the child's teacher to ascertain the reason for non-attendance. Parents must keep the Care Club informed in any changes to their arrangements. If a child is expected and does not attend and there appears to be no information regarding changes in arrangements, a phone call will be immediately made to the parents / carers by Care Club Staff to ascertain the child's whereabouts.

Pupils attending 'After School' activities

Pupils from all year groups may attend after school activities. A register of all activities is kept in the school office. Pupils are only allowed to stay with prior written permission from parents. Letters, regarding the activity, contain information regarding the arrangements for collection of pupils. It is the responsibility of the club organiser to ensure that all pupils are collected at the end of the activity. Emergency contact numbers are available in a file in the copier cupboard.

Uncollected children

Emergencies and unforeseen delays can happen occasionally. When parents/carers are unexpectedly delayed, a phone call should be made to the school office to keep school up-dated with the situation. The child will be supervised, while arrangements are made for the collection of the child.

However, if no contact is made with the school the following procedure will be followed.

15 minutes late:

- Parents / carers contact information will be accessed and the parents / carers contacted concerning the collection of their child. This will be carried out by the member of staff waiting with the pupil or the office staff.
- Parents / carers will be reminded of the time of the end of the school day and will be asked for an explanation of their lateness for collecting their child.
- Parents / carers should be reminded that if they are delayed in getting to school for the end of day, that they should phone and inform school of the reasons for this.

30 Minutes late:

- Children who are not collected and for whom school has not been notified of an emergency will become the responsibility of the Social Services department.
- The member of staff waiting with the pupil should inform a senior manager of the lateness of the collection of the child.
- Parents / carers contact information will be accessed and they will be contacted.
- If no one is available, the emergency contact number will be accessed and contacted.
- If there is no one available, Social Services Duty Team will be contacted and collection of the child requested.

Policy for lost children

In the unlikely event of a child going missing while in the care of St. Aidan's Catholic Primary School, the person in charge of that phase or senior manager will follow the procedures listed below.

- Inform the phase leader/ senior manager of the emergency
- Carry out a full search of the immediate area without causing undue panic amongst other children.
- If the child cannot be found in the immediate area, extend the search to include the whole premises of the school.
- Contact parent / carer to inform them that a problem has occurred.
- If the child still cannot be found, contact the local police so that a full search of the surrounding area can be carried out.
- During this time, the correct child / adult ratio must be maintained.

After the event a full report should be made to allow review and evaluation of present policy and practice.



ST. AIDAN'S CATHOLIC PRIMARY SCHOOL

Headteacher: Mrs. J. M. Farrimond, B.A. (Hons) N.P.Q.H

Children who leave the premises without permission

The security of the school site is effective in minimising opportunities to leave without permission, but vigilance is still required at all times.

Children who leave the school premises without permission usually do so when in an emotionally agitated state. Following the child at speed may result in the child heading into danger without being aware of the risks they are placing themselves into.

Any child who is considered to be a risk of leaving the school without permission should have a risk-assessment undertaken by the Senior Leadership Team. SLT will ensure this is shared with the appropriate adults, including the child's parents/carers.

If a child does leave without permission the following steps should be undertaken:

- A member of the Senior Leadership Team should be informed immediately
- The child's parents should be called.
- The local police officers should be informed
- If the child can be seen at a distance, an appropriate adult should observe the situation and follow the child. Contact with school should be maintained if possible, by mobile phone.
- If the adult feels that by following the child, they are causing the child to take further risks, they should return to school and inform the Leadership Team.

After any incident of leaving the school without permission, the child's risk assessment will be reviewed.

Parents who contact school

Parents may contact school during the day, to request information about their child or permission to remove their child. E.g. for a medical appointment. In these cases it is essential that the identity of the contact is established.

When contact is made to the school, staff must ensure that the person requesting information is entitled to do so. The following procedures should be followed:

- Establish the identity of the person by asking for their name and the name of the child
- Further information may also be requested e.g. the date of birth of the child, or the child's address
- Where the contact is made by an unfamiliar person, the parent / carer will be contacted by telephone to ensure that the contact is valid
- No child will be allowed to leave the school, without the permission of the person with Parental Responsibility (as recorded on the SIMS system)

Monitoring and Review

We are aware of the need to monitor the school's uncollected children policy, and to review it regularly, so that we can take account of new initiatives and research, changes in the curriculum, developments in technology or changes to the physical environment of the school. We will therefore review this policy every three years, or earlier if necessary.

This policy was last up-dated on	November 2024
Discussed and agreed with Governors	November 2024 (P & C Meeting)
Formal Review of Policy	November 2026

Signed: _____
Headteacher, Mrs J. M. Farrimond

Chair of Committee