

NORTHCOTE PRIMARY SCHOOL

Uncollected Children Policy

On rare occasions, children are not collected from educational settings before closing time. These guidelines, developed in conjunction with Children's Social Care and the Police, are written to help staff respond sensitively and consistently to ensure the safety and welfare of such children.

1. Ensure that full contact information is received promptly from all parents & carers
2. Contact information must be regularly updated
3. Inform parents & carers that if a child is not collected from the setting by closing time, the non-collection procedure will be followed.

Non-collection of child:

If a child is not collected within an agreed period of time, e.g. 15 minutes after closing time, the following steps should be taken:

- A check should be made for information about changes to the normal collection routines
- Reasonable attempts should be made to contact:
 - Parents or carers at home or at work
 - Other adults authorised to collect the child from the setting
 - Late collection from after school clubs – Staff should check the answer phone for messages / turn answer phone off
 - On collection, parents or carers should sign the Late Collection Book and give a reason for lateness
- The child should not leave the premises with anyone other than parents or nominated carers
- If no-one can be contacted to collect the child after one hour the Safeguarding Lead and Pastoral officer should be informed. CARELINE should be contacted.
- The child should stay at the setting in the care of two fully-vetted staff members (SLT) until safely collected either by the parents, a nominated carer, social worker or police officer
- Children's Social Care will assess the child's situation & find appropriate and safe alternative accommodation if needed

- Under no circumstances should staff take the child home with them
- A full written report of the incident must be recorded in the child's safeguarding file

In case of emergency, contact the police on 999

CARELINE is available 24 hours a day 7 days a week please call on

By telephone : 233 3700 (Children)

By email: wecanhelp@liverpool.gov.uk

Member of staff responsible :	Mr R Morgan
Date Policy written:	November 2016
Updated:	November 2018
Date to be reviewed:	December 2019

Date approved by Governors:
Signature of Chair of Governors:

Safeguarding Lead: J. Monks
Pastoral Officer: D. Morris

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