

# St George and St Teresa



## Uncollected Child Policy

Approved by: Full Governing Body

Date: 3.12.20

Last reviewed on:

Next review due by: 3.12.23

Signed by:

Liz Moloney Chair of Governors

Signed by:

Nicola Wright Head Teacher

## **MISSION STATEMENT**

*St. George & St. Teresa School is a Catholic School where we show love and care to all members of the community.*

*It is a place where the Trinity is central to our lives; where we pray together, praising Almighty God, learning about Him and growing closer to Him.*

*It is a place where we work together, living our faith, and learning together, sharing and developing our knowledge, skills and understanding through all aspects of the curriculum.*

*It is a place where we endeavour to live as Christians in a multicultural, multi ethnic society.*

**Faith**  
**We live it,**  
**Love it**  
**And Learn it.**

**The Gospel Values pertinent to this policy are:**

**Attentive** to our experience and to our vocation; and **discerning** about the choices we make and the effects of those choices.

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## **1. Statement of intent**

At St George and St Teresa Catholic Primary School we work closely with the children, parents 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 a session/day, our school will put into practice agreed procedures. By Authorised Adult we mean a parent, 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 by two members of staff who are known to the child. 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.

## **2. Requirements of Parents**

Parents of children joining our school and our Dragons Childcare Wraparound Provision, are asked to provide the following specific information which is recorded on our Data Checking Sheet:

- Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative
- Place of work, address and telephone number (if applicable).
- Mobile telephone number (if applicable)
- Names, addresses and telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent
- Identification of who has parental responsibility for the child
- Information about any person who does not have legal access to the child e.g. details of any court orders
- On occasions when parents are aware that they will not be at home or in their usual place of work, they will inform us in writing of how they can be contacted
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they provide us with written details of the name, address 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)

Parents are informed that if they 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.

## **3. Our Commitment to Parents**

- We inform parents that we apply our child protection procedures as set out in our Child Protection and Safeguarding policies in the event that their child(ren) is not collected from school or Dragons by an Authorised Adult within one hour after the setting has closed (school: 3.30pm / Dragons: 6.00pm)

- **After 30 minutes**, staff can no longer supervise the child on our school premises
- If a child is not collected, we will initiate the following procedures:

#### **4. Procedures for Uncollected Children**

- We expect pupils to be picked up promptly at the end of the school day, or at the end of Dragons or extra-curricular clubs activities. If this does not occur we will assume an emergency has caused the delay and will instigate our procedure, unless parents contact us to let us know they will be delayed.
- Parents of pupils who will be collecting their children, on the rare occasion, more than 15 minutes later than our finishing time (school: 3.30pm / Dragons: 6.00pm), are reminded to telephone us if they expect to be delayed. 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 on given contact numbers, if no one is available on these numbers, the Headteacher / Deputy Headteacher should be informed
  - Two members of staff will remain with the child at all times
  - 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 one hour beyond the expected pick up time, and no contact has been established with the parents or emergency contacts, St George and St Teresa School is legally required to contact Solihull MBC Children's Services to advise that a child in their care has not been collected
  - Advice and guidance will be sought from MASH regarding next steps
  - The child will stay at school in the care of two members of staff until he / she is safely collected either by the parent or by a social care 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 Solihull or Birmingham Children's Services.

Solihull MBC Children's Services MASH contact numbers:

Office Hours (8.45-5pm): 0121 788 4300

Out of Hours: 0121 605 6060

Birmingham Children's Services MASH contact numbers:

Office Hours (8.45-5pm): 0121 303 1888

Out of Hours: 0121 675 4806

A full written report of the incident will be recorded in the child's file.



