



# **UNCOLLECTED CHILDREN POLICY**

**RGS The Grange**  
**September 2022**

Wendy Wreghitt, Deputy Head

UNCOLLECTED CHILDREN

RGS The Grange has the highest regard for the safety of the children in our care – from the moment they arrive until the moment that they leave each day.

At the end of every day, the school will ensure that all children are collected by a parent, carer or designated adult in accordance with the school policy. If for some reason a child is not collected, the following procedures will be activated.

- If a parent, carer or designated adult is late in collecting their child, the Senior Teacher on duty will be informed.
- The Senior Teacher will call the parent, carer or designated adult and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer-phone requesting a prompt reply.
- Parents will be reminded to regularly update contact details of a nanny or an au pair who has designated responsibility for collecting children.
- While waiting to be collected the child will be supervised. If this is at 3.30pm or onwards, a child from Year 1 upwards will stay with the Senior Teacher in Homework Club and After School Care. Pre-School or Reception children will be supervised in After School Care. If a child is not collected at 6pm they will remain with the Senior Teacher and the After School Care Leader.
- If no contact is made with the parent, carer or designated adult by 6.30pm the Senior Teacher will call the local Social Services Department for advice.
- In the event of Social Services being called and responsibility for the child being passed to a child protection agency, the Senior Teacher will attempt to leave a further telephone message with the parent, carer or designated adults' answer-phone. Furthermore, a note will be left on the door or gate of the school premises informing the parent, carer or designated adult what has happened. The note will reassure them of their child's safety and instruct them to contact the local Social Services Department.
- Under no circumstances will a child be taken to the home of a member of staff, or away from the school's premises unless absolutely necessary.
- The child will remain in the care of the Senior Teacher until they are collected by the parent, carer or designated adult, or alternatively placed in the care of social services.
- Incidents of late collection will be recorded by the school and discussed with parents / carers at the earliest opportunity.

**THIS POLICY APPLIES TO ALL PUPILS, INCLUDING THOSE IN EYFS.**

Sponsor: Headmaster

Sarah Atkinson November 2011

Reviewed September 2013

August 2014  
August 2015  
August 2016  
August 2017 Wendy Wreghitt  
August 2019  
August 2020 Wendy Wreghitt  
August 2021  
August 2022

Re-endorsed in September 2016 by Chairman of Governing Body  
Re-endorsed in August 2017 by Chairman of Governing Body