



## **St Peter's Catholic Primary**

### **POLICY FOR NON-COLLECTION OF CHILD:**

#### **MISSION STATEMENT**

*St Peter's Catholic School is at the heart of a Christ centred community where every person's uniqueness is celebrated with joy and truly valued. We foster caring, supportive relationships based on mutual respect and love. We embrace the different communities to which we all belong – home, school and parish, as well as our local, national and global families. When we welcome the child, we welcome the family. We strive for excellence in all we do; to be the best that we can be.*

#### **OVERVIEW**

If a child is not collected from school at the end of the normal school day, staff will respond sensitively and consistently to ensure the safety and welfare of that child.

#### **OBJECTIVES**

1. To ensure that any uncollected child is cared for and that the provision for their welfare and safety is given priority.
2. To do all that is reasonably possible to ensure that the child is speedily collected by their parents, guardian or other designated adult.
3. To take effective action to ensure the safety, care and welfare of the child where a parent, guardian or other designated adult is not able to collect the child.

#### **STRATEGIES**

1. The school will ensure that full contact & emergency information is received promptly from all parents & carers and that contact and emergency information is regularly updated.
2. We will inform parents & carers that if a child is not collected from the setting by closing time, this procedure will be followed.
3. If a child is not collected within an agreed period of time after the end of a school day, reasonable steps will be taken to contact the mother, father or carer at home or at work, or other adults authorised to collect the child.
4. The child will not be allowed to leave the premises with anyone other than parents, carers or other person with parental responsibility.
5. If no-one can be contacted to collect the child or vulnerable young person after one hour, the relevant Children's Social Care Area Team or Police will be contacted.
6. The child will stay in school in the care of two Disclosure & Barring Service (DBS)-checked staff members until safely collected either by the parent, carer, person with parental responsibility, social worker or police officer.
7. Members of staff are never allowed to take an uncollected child home with them.
8. A full written report of the incident and outcome will be recorded in the child's school file on My Concern (safeguarding log) or pastoral log, as appropriate.
9. If the uncollected child is under 5 years old & has been referred to Children's Social Care, Ofsted must be informed tel. 0300 123 1231.
10. Where children are under five attention will be paid to the: Statutory Framework for the Early Years Foundation Stage, 2014, (before September, 2021) or 2021 (after September, 2021).

#### **OUTCOMES**

Any child who is not collected from school at the end of the school day will be kept safe and will be cared for until the situation is successfully resolved.

Katherine Ryan, Headteacher

June, 2021

Review Date: May, 2025