



# Uncollected Child Procedure

<b>Adopted</b>	May 2021
<b>Last renewed</b>	May 2022
<b>Renewal due</b>	May 2023

Fishponds Church of England Academy strives to be a fully inclusive school. Our Vision statement is Loving to Learn, Learning to Love and this is underpinned by the Bible Passage 1 Corinthians 13 v 4-7:

*Love is patient and kind; love does not envy or boast; it is not arrogant<sup>5</sup> or rude. It does not insist on its own way; it is not irritable or resentful;[b] 6 it does not rejoice at wrongdoing, but rejoices with the truth. 7 Love bears all things, believes all things, hopes all things, endures all things. (1 Corinthians 13 v4 -7 Bible ESV)*

We have chosen 12 core values that we feel underpin that passage and we strive to teach and live these values together as a school.



## Statement of Intent

In the event that a child is not collected by an authorised adult at the end of a session, the school will put into practice the following procedures. These procedures ensure the child is cared for safely by 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.

## Procedures

Parents of children starting Fishponds Academy are asked to provide the following specific information which is kept on file. Parents are also asked that any changes in circumstances are reported to the school as and when they happen:

- 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 who are authorised by the parents to collect their child from the school, for example a childminder or grandparent.
- Who has parental responsibility for the child.
- Information about any person who does not have legal access to the child.

On occasions when parents are aware that they will not be at home or in their usual place of work, they should inform the school immediately.

When the usual authorised person who collects the child is unable to do so they must provide the school with written details of the name, address and telephone number of the person who will be collecting their child.

Details are confirmed with parents how to verify the identity of the person who is to collect their child. If a situation arises whereby the authorised person is unable to collect a child as planned and will be late to pick up from school they must inform us in order that we can begin to take back-up measures.

In the first instance we will work with the parents to organise collection of their child as soon as possible by another adult that they can contact and arrange this with.

If the child is not collected after the end of the school day and we have heard nothing regarding who is collecting the child we will commence the following procedures:

- The child's file is checked for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or at work.
- If attempts are unsuccessful to contact the parents, any other contacts on file will be contacted. All reasonable attempts are made to contact the parents or nominated carers in the first instance.
- If no contact can be made in a reasonable time, either the Family Link Worker or a member of the SLT will oversee the operation to establish contact with the family.
- The child will be kept occupied and offered sustenance if needed and will not be allowed to leave the premises with anyone other than those named on the Registration Form or in their file.
- If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, the school will apply the procedures for uncollected children:
  - If it is before 4.30 pm we will contact First Response on 0117 9036444 for advice and support.
  - After 4.30 pm we will contact the Emergency Duty Service for Social Care (Police) on 01454 615165.
- Two members of staff will stay with the child until they are collected safely either by the parents or by a social care worker.
- Under no circumstances will staff go to look for the parent, nor will they take the child home with them.
- A full written report of the incident will be recorded on CPOMS/the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.