



Overleigh St Mary's CE Primary School

Uncollected Children Policy

Headteacher
& Sharon
Broughton

Chair of governors

Date: Summer 2025

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Policy Statement

In the event that a child is not collected by an authorised adult at the end of the school day or after school club, the School puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is, ideally, 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.

Overleigh St Mary's CE Primary School informs parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

PROCEDURES

- Parents have a duty to ensure their contacts are up to date on the school system.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect, they provide written details of the name and telephone number of the person who will be collecting their child. Cosmic Club have a password system in place to verify the identity of the person who is to collect their child. Office staff may agree a password with collecting people on behalf of parents if they are unknown to the child.
- If a parent is unable to collect the child as planned, they must inform school at the earliest opportunity. Staff will try and put in place other arrangements and supervise the child until they can be collected. In the case of Cosmic Club staff cannot supervise children after 6pm.
- If a child is not collected at the end of the session/day, all reasonable attempts are made to contact the parents or nominated carers as specified on the contact details
- The child must not leave the premises with anyone other than those named on the Registration Form or in their file or who parents has nominated in the emergency situation.

If no-one collects the child after 6pm and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.

- Staff Member will phone the Headteacher & iART.
- The child stays at school in the care of two fully-vetted workers until the child is safely collected either by the parents or by a social care worker.
- Social Care will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances do staff go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded in the child's CPOMS.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

Managing children's needs if parents arrive to collect them while drunk or under the influence of drugs.

If a parent appears to be drunk or clearly under the influence of drugs (prescription or illegal) and it is apparent that s/he is not fit to drive or incapacitated to take care of the child, staff must not release the child from his/her care and do the following:

- Phone the emergency contacts, to whom the parents have given authorisation to collect their child.
- In case of not being able to contact any of the emergency contacts, contact the Police and Social Care. The Police and Social Care are agencies with statutory child protection powers, who will act quickly to secure the immediate safety of a child where there is a risk to his/her life or a likelihood of serious immediate harm.
- Phone the Headteacher to inform of the situation.
- Staff remain with child until SW or emergency contact can collect them.