Byley Primary School

Busy Buddies Uncollected Child Policy

Actions that will be taken:

If a child has not been collected at 5:30pm the following procedures will be carried out:

- The parents / carer will be contacted to see where they are.
- If the parent / carer cannot be contacted then the remaining emergency contacts will be phoned in order.
    - Every time there is no answer a message will be left.
    - The headteacher will be informed (or the deputy in the absence of the headteacher).
- Staff will continue to try and contact the parents / carers and the emergency contacts.
- Two members of staff will be present until the child has been collected.
- If the child has not been collected within 30 minutes the police will be informed (with the headteachers permission).
- The incident will be recorded in a log book.
- Late collection fees will be applied in accordance with the Fees and Charges policy.

Measures we take to be prepared:

- Phone numbers for parents / carers and for emergency contacts will be updated every six months.
- The club will have access to all children's records to check information.