



Uncollected Pupil Policy and Procedure

Winton Primary School - Uncollected Child Policy and Procedure

The school has a duty to safeguard and promote the welfare of all children under Section 175 Education Act 2002.

Late Collection of a Child

In the event of late or non collection of a child by an authorised adult the main concern of the staff will be for the safety and welfare of the child. The school will put into practice agreed procedures to ensure that the child receives a high standard of care in order to cause as little distress as possible. An authorised adult will be a parent, friend or relative that has been appointed by the child's parent or guardian.

Requirements of Parents

Parents of all children are asked to provide specific information for school records. It is important that if there are any changes, parents inform the school so that records can be updated and the most current details are held. Information about any person who does not have legal access to the child must also be given.

If parents are aware that they will not be at home or in their usual place of work, they should inform the school of how they can be contacted.

If parents or the persons normally authorised to collect the child are not able to collect the child, they must provide the school with written details of the name, address and telephone number of the person who will be collecting their child. The school will agree with parents how to verify the identity of the person who is to collect their child.

If parents cannot collect their child as planned, they must inform the school as soon as possible.

Our Commitment to Parents

The school will use the child protection procedures as set out in our Child Protection and Safeguarding Policy in the event that a child is not collected from school by an Authorised Adult within one hour of the end of the school day and staff can no longer supervise the child.

Procedure for Uncollected Children

The school expects children to be picked up promptly at the end of the school day, or at the end of any after school activities. If this does not occur, the school will assume an emergency has caused the delay and will instigate child protection procedures, unless parents make contact to let the school know they will be delayed. However, for children who remain uncollected an hour after the end of the school day and the school has exhausted all efforts in contacting the parents/guardians and emergency contact numbers, the school is legally required to contact Children's Social Care, for advice and

guidance. Contact will be made with the Social Care Team for the area in which the child resides:

Islington Referral and Advice Team

222 Upper Street

London N1 1XR Tel: 020 7527 7400

Out of Hours Tel: 020 7226 0992

Camden Duty and Assessment Team

156 West End Lane

London NW6 1SD Tel: 020 7974 6600 (NW5, NW6)

Tel: 020 7974 4094 (South)

Out of Hours Tel: 020 7974 4444

City of London

Tel: 020 7332 1224

Hackney - Access and Assessment Centre

Hackney Service Centre

1 Hillman Street

London E8 1DY Tel: 020 8356 5500

Emergency Out of Hours Team Tel: 020 8356 2346

Haringey Referral and Assessment Team

48 Station Road

Wood Green

London N22 7TY Tel: 020 8489 4470/5785

Tower Hamlets - Advice and Assessment Team

Child Protection and Reviewing

Mulberry Place

5 Clove Crescent

London E14 1BY Tel: 020 7364 5006

Westminster - Children and Families Assessment Team

Tel: 020 7641 7560

If the parents/carers or emergency contacts cannot be contacted by Children's Social Care, the child will be admitted into the care of the local authority. If there are any immediate, urgent concerns about a child's safety, the school will contact the Police 999 Emergency number.

A full written report of the incident will be recorded in the child's child protection file.