



The Children's House

Uncollected Child Procedure

| This policy should be reviewed biennially and as required by legislation. | | |
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| Action | Reviewer | Date |
| Review | TH | Nov 2023 |
| Approved by Chair of COM | DB | Nov 2023 |
| Date for next internal review | | Nov 2025 |

UNCOLLECTED CHILD POLICY

If a parent or carer is going to be late collecting their child:

It is very important that parents or carers advise the school as soon as possible by telephone or email if they know they are going to be late collecting their child.

What parents and carers should do if they are unable to come to the school and need to send someone else to collect their child:

It is extremely important that parents keep the school informed of their home, work and mobile phone numbers, as well as the numbers for anyone else who is authorised to collect their child. The school will arrange updated information on contact details each term.

Parents and carers must ensure they inform the school of any changes to their contact details at other times. Two teaching or senior management members of staff will remain with an uncollected child at all times.

What the school will do if a child has not been collected by an authorised person:

If the authorised person has not arrived to collect the child, the school will contact the parents and make immediate and suitable arrangements with them for the collection of the child by an authorised person.

In the event that a child's parents are uncontactable, the Head/Deputy Head or DSL will contact the adult named on the child's Information Form as the "Emergency Contact".

If the Headteacher is not in school, she should be informed at this point.

What the school will do in the event that neither the parents, carer or emergency contact can be contacted:

Two suitable staff members will remain with the child for a maximum of two hours after the end of school. If still no authorised person can be contacted to collect the child, Children's Services Contact Team will be informed on the following number:

Islington Children's Services

020 7527 7400 Mon-Fri 9.00am-5.00pm

Emergency Duty Team

020 7226 0992 Mon-Fri 5.00pm-9.00am, weekends and bank holidays



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Children Services Contact Team will advise the school on what further action is then to be taken. This may include a senior member of staff continuing to care for the child either at the school or another safe place.

Informing parents of the address and contact number of where the child has been taken to if moved from the school premises:

If a child is moved from the premises, a notice will be left on the door/gate of the school stating who should be contacted to find out what has happened. A similar note will be left in the letterbox of the child's home address.

Recording the incident:

A detailed record of the incident will be kept along with records of any discussions with parents, practitioners and other professionals.

To inform Islington Early Years Safeguarding Designated Officer
020 7527 8102 (Timur Djavit – LADO)

This Policy was reviewed, amended and agreed by the Council of Management in November 2023. It will be reviewed again in two years' time.

Danielle Dufey

Agreed by _____ Chair of the Council of Management