



# The Children's House

## Uncollected Child Procedure

This policy should be reviewed biennially and as required by legislation.		
Action	Reviewer	Date
Review	TH	Nov 2025
Approved by Chair of COM	BDB	Nov 2025
Date for next internal review		Nov 2027

## 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. Parents and carers must ensure they inform the school of any changes to their contact details at other times. Two 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 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 Contact Team – all hours**

020 7527 7400

The 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.



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**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 Leads:

Gwen Fitzpatrick and

0207 527 5629

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This Policy was reviewed, amended and agreed by the Council of Management in November 2025. It will be reviewed again in two years' time.

Brodie Bibby

Agreed by \_\_\_\_\_ Chair of the Council of Management