



## **Croydon High School GDST Junior School Uncollected Child Policy**

**Responsibility:** Deputy Head of Junior School

**Last Review:** September 2022

**Next Review:** September 2023

### **Rationale**

In the event that a pupil is not collected by an authorised adult at the end of a day, the School puts into practice procedures that ensure the pupil is cared for safely by experienced and qualified practitioners. This policy includes all pupils in the Junior School, including those in EYFS.

### **Context**

On starting Croydon High, parents are asked to provide specific information which is recorded on SIMS, including: - home address, telephone numbers and emergency contacts, for example a childminder or grandparent. In line with requirements, parents are asked to provide 2 contact numbers for each pupil and are asked to update all contact information annually. Parents are informed that if they are not able to collect their child as planned, they should inform the School. Parents are provided with the contact details of the School including phone and email.

### **Procedure for Uncollected Pupils**

- Pupils who are not collected 10 minutes after the end of the school day or a club, are taken to Ivy Club and signed in.
- If pupils are unexpectedly in Ivy Club and they do not attend regularly the School may phone parents to check that they are aware their child is still at school.
- All pupils still at school after the end of school and clubs, whether planned or unplanned, are cared for in Ivy Club and signed out by their parents/carers when they leave.
- If any pupil is uncollected at 6pm, when Ivy Club ends, they are brought to the member of JLT on duty in Junior Reception.
- The member of JLT on duty will phone parents, followed by emergency contacts.
- If parents are delayed, the pupil will be looked after by the member of JLT in Reception until collection.
- If parents and emergency contacts cannot be contacted by 6:30pm, the DSL will be informed. If they are satisfied there is no one to collect the pupil, they will contact the local safeguarding children's board. The pupil will remain at school until they are safely

collected either by the parents/carers or by a social worker. Social Services will aim to find the parent or relative. If they are unable to do so, the pupil will be admitted into the care of the local authority. Under no circumstances are staff to look for the parent, nor should they offer to take the pupil home with them. A full written report of the incident should be recorded in the pupil's file.