

Dunannie Uncollected Children Policy

INCLUDING EYFS

Implementation date:

Date/term of last review: Summer 2023

Author	The Head of Dunannie
Review body (individual or group)	The Head of Dunannie
Approval Body	The Head of Dunannie
ISI Regulatory Paragraph Number	E6
Next Review Period	Summer 2024

Tick relevant box(es) ✓ how this Policy should appear:

Inspector Folder		
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Internal only		
Parent Portal		
For Pupils/Students		

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Uncollected Children

Should a child or children remain after the end of the Nursery session in the morning or at the end of the school day for Nursery to Year 3 the following procedures will be implemented:

Nursery to Year 3

- A member of staff will remain with the child in the Classroom or Nursery, for ten minutes.
- One member of staff will ask the school office if there have been any messages from the parent or carer. If there has been a message to say the parent is on their way the child and the member of staff will wait in the Classroom or Nursery, until the parent arrives.
- If no messages have been received, the school office (or if unavailable, a member of staff) will try to make contact with the parent or carer. If a parent cannot be contacted the named emergency contact person will be telephoned to come to collect the child. In the event that no contact can be made with either the parent/carer or emergency contact person, Children will join Swallow Club if there is availability or remain with staff in their classroom.
- If a Nursery child remains at the end of the morning Nursery session, lunch will be provided.
- A Nursery child would then stay for the Afternoon Nursery session until the parent/carer or emergency contact person arrives.
- If a child is uncollected from Swallow club by 5.45pm and no contact can be made with any named carers, Swallow Club Staff will contact a member of the Dunannie Senior Management Team.
- In the event that a child remains uncollected, contact will be made with the School Safeguarding Lead (Camilla Bell, Dunannie or Graeme Thompson, Dunhurst) who can inform Social Services if necessary.

Reviewed: Summer 2023

Next review date: Summer 2024

Signed:  _____