

Dunannie Uncollected Children Policy

Including EYFS

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| Date Originated | |
| Issue Number | 3 |
| Last Revision Date | January 2017 |
| Next Review Date | January 2018 |
| Governors' Last Review Date | June 2016 |
| This policy is endorsed by | The Governors and The Heads |
| This policy is owned by | The Head of Dunannie |
| This policy is maintained by | Senior Teacher |
| ISI Reference | E6 |
| Review Body | |

Tick which category this document refers to:

| | |
|--|-------------------------------------|
| ISI requirement to be made available | <input checked="" type="checkbox"/> |
| ISI requirement to be on website | <input type="checkbox"/> |
| Internal staff only | <input type="checkbox"/> |
| Internal students only | <input type="checkbox"/> |
| Internal staff and students | <input type="checkbox"/> |
| Statutory requirement to be made available (non-ISI) | <input type="checkbox"/> |
| Statutory requirement to have on website (non-ISI) | <input type="checkbox"/> |

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 Library, Classroom or Nursery, for ten minutes.
- One member of staff will ask the secretary 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 Library, Classroom or Nursery, until the parent arrives.
- If no messages have been received, the secretary (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, Nursery children will be taken back to the Nursery at the end of the morning session, Reception to Year 3 children will join Swallow Club. Uncollected Nursery children at the end of the afternoon will also join Swallow Club.
- 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 6pm and no contact can be made with any named carers, Swallow Club Staff will contact a member of the Dunannie/Dunhurst Senior Management Team.
- In the event that a child remains uncollected, contact will be made with the School Child Protection Lead (Sharon Rose, Dunannie or Nick Robinson, Dunhurst - Three Schools Deputy Safeguarding Lead) who can inform Social Services if necessary.

Reviewed: Julia Brown, January 2017

Next review date: January 2018

Signed: _____