

# St. Joseph's Catholic Primary Voluntary Academy



## Uncollected Child Policy

Reviewed July 2020  
Reviewed July 2022

## St. Joseph's Catholic Primary Voluntary Academy

### Uncollected Child

Throughout this policy the terms school and academy are interchangeable.

Date	Review Date	Coordinator	Nominated Governor
July 2020	July 2022	E McCullagh	R Mellows

We believe this policy relates to the following legislation:

- Education Act 1996
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Children and Families Act 2014
- Special Educational Needs and Disability (Detained Persons) Regulations 2015

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Special Educational Needs and Disability Code of Practice: 0 to 25 Years. Statutory Guidance for Organisations Who Work With and Support Children and Young People with Special Educational Needs and Disabilities (DfE) and (DoH)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children

We aim to provide a safe, secure, healthy and pleasant learning environment for all our children, school personnel and visitors. We have in place security procedures that will reassure parents that their children are safe from the time they arrive at school to the time they leave. We will ensure that at the end of the morning session, at the end of the school day, at the end of an after school club or at the designated pick up time from wrap around care all children are collected by their parents/carers or a designated adult. Parents will feel confident that in the event that they are late in collecting their child on time that the school has in place procedures that will ensure the safety and security of their children. Children will remain in the care of the school until they are collected by their parent/carer or a designated adult.

In the event that a child is not collected by an authorised adult at the end of a day, the

School puts into practice agreed procedures. These ensure the child is cared for safely. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

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### Procedures

- Parents of children starting at school are asked to provide the following specific information which is recorded on our Registration Form:
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they provide us with written details of the name, address and telephone number of the person who will be collecting their child. We agree with parents to have a Password system in place to verify the identity of the person who is to collect their child.
- Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone number.
- We inform parents that we apply our child protection procedures as set out in our child protection policy in the event that their children are not collected from setting by an authorised adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises.
- If a child is not collected at the end of the day 15 minutes after the end of the school day, we follow the following procedures:
- The office will be notified and the child is taken to wrap around care. The office will call the telephone number given on scholarpack– if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.
- If no answer at home parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from school and whose telephone numbers are recorded on Scholarpack – are contacted.
- All reasonable attempts are made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named on Scholarpack.
- If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
- We contact our local authority children's social services care team
- The child stays at school until the child is safely collected either by the parents or by a social care worker.
- Social Care will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.

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- Under no circumstances do staff to go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded on the safeguarding electronic reporting system.
- Once collected an invoice is issued for the time in the wrap around care before collection.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

### **Aims**

- To ensure the safety and security of children not collected on time at the end of the morning session, at the end of the school day, at the end of an after school club or at the designated pick up time from wrap around care.
- To work with other schools to share good practice in order to improve this policy.

### **Responsibility for the Policy and Procedure**

### **Role of the Governing Body**

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to make the school a safe and secure environment;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- nominated a link governor to be responsible for Health and Safety including school security and to visit the school regularly, to liaise with the Health and Safety coordinator and to report back to the Governing Body;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- responsibility for the effective implementation, monitoring and evaluation of this policy

### **Role of the Headteacher**

The Headteacher will:

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- lead the development of this policy throughout the school;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure procedures are in place to ensure the safety and security children not collected on time;
- ensure school personnel, parents and children are aware of these procedures;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- make effective use of relevant research and information to improve this policy;
- monitor the effectiveness of this policy;

### Role of School Personnel

School personnel will:

- be aware of this policy;
- implement this policy;
- reassure a child who has not been collected on time that they have not been forgotten;
- call the parent/carer or designated person after ten minutes of waiting;
- try other emergency contact numbers if the parent/carer cannot be contacted;
- take the child to Wrap around Care and ensure the child is provided with a snack alongside the other children and obtain a signature in the WAC folder and a time when collected.
- provide as much support and reassurance as is necessary;
- not release a child into the care and supervision of another adult until they have verbal permission from the parent/carer;
- not allow a child to go home without the consent of the parent/carer;
- not escort or take children home without the consent of the parent/carer;
- After 30 minutes - contact the local Children Services department if after repeated attempts no contact has been made with the parent/carer or designated person;
- leave a message and contact number for the parent/carer or designated person informing them that their child is being looked after by the local authority;
- record all incidents of late collection;
- meet with parents who are persistently late in collecting their children;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

### Role of Pupils

Pupils will:

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- be aware of and comply with this policy;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- support the academy's mission statement to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys

### **Role of the School Council**

The School Council will be involved in:

- discussing improvements to this policy;
- reviewing the effectiveness of this policy with the headteacher or a senior teacher.

### **Role of Parents/Carers**

Parents/carers must:

- be aware of this policy;
- ensure the school has up to date contact details including emergency telephone numbers;
- have the school's contact details;
- ensure that their children are collected promptly;
- contact the school to explain that they will be late to collect their child;
- contact the school to explain that they will be late to collect their child and that a designated person known by the school will be collecting their child;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school
- be understanding of the action taken by school personnel if children have not been collected and school personnel have not been able to make contact with a parent/ carer / designated adult.

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- communications with home such as newsletters and texts

### **Training**

All school personnel:

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- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
  - All aspects of this policy
  - Safeguarding and Child Protection
  - Health and Safety
  - Supervision of Pupils
  - Troubled and Vulnerable Children
  - Pastoral Care
  - Home-School Agreement
  - Parental Responsibility and Change of Name
  - Equal opportunities
  - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

### Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### Monitoring the Effectiveness of the Policy

The effectiveness of this policy will be reviewed every three years (or when the need arises) by the Headteacher or a senior teacher and the necessary recommendations for improvement will be made to the Governors.

<b>Headteacher:</b>	E McCullagh	<b>Date:</b>	July 2020
<b>Chair of Governing Body:</b>	R Mellows	<b>Date:</b>	July 2020

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**Initial Equality Impact Assessment**

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
Uncollected Child Policy	✓			✓

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community
	✓	✓	✓	✓	✓	✓	✓

Question	Equality Groups																					Conclusion				
	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Yes	No
Does or could this policy have a negative impact on any of the following ?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
Does or could this policy help promote equality		✓			✓			✓			✓			✓			✓			✓			✓			✓

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for any of the following ?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No			
	✓			✓			✓			✓			✓			✓			✓			✓				✓			
Does data collected from the equality groups have a positive impact on this policy?	<b>Age</b>			<b>Disability</b>			<b>Gender</b>			<b>Gender identity</b>			<b>Pregnancy or maternity</b>			<b>Race</b>			<b>Religion or belief</b>			<b>Sexual orientation</b>			<b>Undertake a full EIA if the answer is 'no' or 'not sure'</b>				
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓			✓				✓

<b>Conclusion</b>	<b>We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.</b>
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<b>Preliminary EIA completed by</b>	<b>Date</b>	<b>Preliminary EIA approved by</b>	<b>Date</b>
S.K. Pollard	December 18	M. Henry	December 18
E McCullagh	July 2020	R Mellows	July 2020