

Uncollected Pupil Policy

Intent

This policy only applies to children who are normally picked up from school by parents/carers and is to ensure that all children are cared for safely by an experienced and qualified practitioner.

Implementation

At the end of a school day the school gate is opened at 2.45pm for the school transport team and the parents/carers to collect their children from school at 3.00pm. We ask that parents/carers arrive at school in time to collect their children at 3.00pm.

Parents/carers who are unavoidably delayed (in traffic etc.) MUST contact the school office by ringing 01934 632171 to report the delay before 3.00pm.

The following procedure only applies to children who are normally collected from school by parent/carer etc.

1. In the event of a parent/carer being unexpectedly detained and unable to collect their children by 3.10pm the class teacher will contact parents/carers and emergency contacts who should arrange pick up as soon as possible. Teachers will only supervise uncollected children until 3.15pm. After this time, the children will be put into the after school club (if space is available) Please note, this may incur a charge.
2. After 4.00pm all uncollected children will be sent to the Headteacher or SLT for supervision. If contact has still not been made with parents/carers/emergency contacts, the Headteacher/SLT will again seek to make contact.
3. The Headteacher/SLT can only supervise children until 4.30pm.

After this time the Headteacher / SLT will contact the Police and Social Care and act on their advice.

Police: 101 (or 999 in an emergency)

Social Care - Single Point of Access: 01275 888 808

2121258992. Secondary aged pupils who are being collected, where a parent/carer has not arrived by 3.10pm, should return to school where they will be supervised by a member of the SLT and steps 1 – 3 will be initiated

Contact details

Parents/carers of children starting at Westhaven School must provide the following specific information where possible:

- Home address and telephone number
- Place of work and work telephone number for each parent / carer
- Mobile telephone number for each parent / carer
- Email address for each parent / carer
- Name and address of TWO OTHER PERSONS who may be contacted in the event of an emergency i.e. other family members or friends

On occasions when parents/carers or the persons normally authorised to collect the child are not able to collect the child, they must provide us with details of the name and telephone number of the person who will be collecting their child, in advance.

*We will only let children go home with parents/carers, family members or with a person whom parents/carers have named as above and given permission for that person to collect their child.

*In exceptional circumstances we will accept verbal permission (over the telephone) from a parent/carer for another person to collect their child. We ensure that children do not leave the school premises unsupervised.

Parents/carers should be aware that:

Under no circumstances will staff go to look for the late parents/carers.

Parents/carers will be required to meet with the Head Teacher if the Uncollected Child Policy is implemented more than five times in any term.

How to make phone calls externally

- Dial 9 for an outside line
- The contact log for parent/carer details can be found on the Google Drive https://docs.google.com/spreadsheets/d/1UXS8emDRyOCprSBF3qN60Cym2Hd9jdfT-ZeihS_InJE/edit#gid=681849847
- A hard copy of the contact details can be found in the main school office

Information to have ready when contacting the police / social care

- Pupil name
- Pupil date of birth
- Pupil address
- Parent / Carer contact details
- Pupil level of need / method of communication / known triggers

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History of Document

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