



ST. JOSEPH'S
CATHOLIC PRIMARY AND NURSERY SCHOOL
'LEARNING TO LOVE, LOVING TO LEARN'

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL
UNCOLLECTED CHILD POLICY AND PROCEDURES

MISSION STATEMENT

At St Joseph's we share a vision that together we are the architects of the future, building lives on the firm foundations of the gospel.

Inspired by Christian values we aim to provide love and security within a curriculum designed to meet the complex needs of all individuals, in order to prepare them to take their place in the ever-changing world of today and tomorrow.

The school has a duty to safeguard and promote the welfare of all children under Section 175 Education Act 2002. This policy sets out the actions the school will take if a child remains uncollected by an adult at the end of the school day.

Our daily dismissal procedures

- Children are dismissed by teachers at the end of the school day - children not collected are brought to wait in the main reception area.
- If children are not collected by 3:45 or parent/carer has not called to say when they are getting here, we call parent/carers or emergency contacts.
- Children may only walk home alone if the parent/carer has given permission and agreed by the school.
- Children are only dismissed into the care of others if the known parent/carer has informed us of the name of who will be collecting the child, and that person can identify themselves.
- All staff are aware of children in their care for whom there are special restrictions on who can/can't collect the child.
- For children not collected within an hour see below: we are legally required to contact social services.

Keeping us up-to-date - requirements of parents

Parents of all children are asked to provide specific information for school records. It is important that if there are any changes, parents inform the school so that records can be updated and the most current details are held. Information about any person who does not have legal access to the child must also be given.

If parents are aware that they will not be at home or in their usual place of work, they should inform the school of how they can be contacted.

If parents or the persons normally authorised to collect the child are not able to collect the child, they must provide the school with written details of the name, address and telephone number of the person who will be collecting their child. The school will agree with parents how to verify the identity of the person who is to collect their child.

If parents cannot collect their child as planned, they must inform the school as soon as possible.

Our commitment to parents

The school will use the child protection procedures as set out as set out in our Safeguarding and Child Protection Policy in the event that a child is not collected from school by an authorised adult within one hour of the end of the school day and staff can no longer supervise the child.

In the event of late or non-collection of a child by an authorised adult, the main concern of the staff will be for the safety and welfare of the child. The school will put into practice agreed procedures to ensure that the child receives a high standard of care in order cause as little distress as possible. An authorised adult will be a parent, friend or relative that has been appointed by the child's parent of guardian.

Procedure for uncollected children

The school expects children to be picked up promptly at the end of the school day, or at the end of any after school activities. If this does not occur, the school will assume an emergency has caused the delay and will instigate child protection procedures, unless parents make contact to let the school know they will be delayed. However, for children who remain uncollected an hour after the end of the school day and the school has exhausted all efforts in contacting parents/guardians and emergency contact numbers, the school is legally required to contact Children's Social Care, for advice and guidance. Contact will be made with the Social Care Team for the area in which the child resides:

Wandsworth MASH
Family and Community Service
Children's Social Care, Children Services
2nd Floor Town Hall Extension
Wandsworth High Street
London
SW18 2PU
020 8871 6000
mash@wandsworth.gov.uk

If the parents/carers or emergency contacts cannot be contacted by Children's Social Care, the child will be admitted into the care of the local authority. If there are any immediate, urgent concerns about a child's safety, the school will contact the Police 999 Emergency number. A full written report of the incident will be recorded on our Safeguarding reporting platform, CPOMS.