

HOLLINS GRUNDY PRIMARY SCHOOL

Happiness, Health and Respect for Confident, Creative Learners

Uncollected Child Policy

All children should be collected at the end of the school day: 3.30pm.

Children must be collected by an authorised person.

KS2 children in years 5 and 6 children may be collected by an authorized adult or may go home by themselves if this has been agreed with their parents/carers.

If this does not occur, and no message has been received, we will presume that an emergency has arisen, causing delay and we will instigate our procedure for uncollected children.

HGPS Procedure

15 minutes late:

- Checks will be made to see if the child is booked into Owls Club that evening.
- Attempts made to contact parents / carers concerning the non-collection of their child.
- Parents / carers will be reminded of the time of the end of the school day and will be asked to arrange collection as soon as possible.

If parents / carers cannot be contacted ...

30 Minutes late:

- The member of staff dealing with the incident should inform a senior leader of the lateness of the collection of the child.
- Further attempts made to contact parents / carers concerning the non-collection of their child.
- If no one is available, the next emergency contact number will be accessed and contacted.

1 hour late:

- If there is no one available, Social Services Duty Team will be contacted and collection of the child requested.

Two members of school staff will be on site whilst the uncollected child remains in school. At all times children will remain on the school site until Social Services collect the child.

September 2022

