ST CHARLES' CATHOLIC PRIMARY SCHOOL

CHILD NOT BEING COLLECTED POLICY AND PROCEDURE

CHILD NOT BEING COLLECTED POLICY AND PROCEDURE		
AGREED: FEBRUARY 2016	REVIEWED: OCTOBER 2024	NEXT REVIEW: OCTOBER 2026

Our Mission at St Charles' Catholic Primary School is to…
LOVE, LEARN, GROW TOGETHER

ST CHARLES' CATHOLIC PRIMARY SCHOOL
CHILD NOT BEING COLLECTED POLICY AND PROCEDURE

If a pupil is not collected from school at 3.20pm, the following procedure will be carried out:

1. The class teacher (or other member of school staff) will take the pupil to the school foyer.

2. At 3.30pm, a phone call will be made to the parent/carer.

3. If the pupil has not been collected by 3.45pm, the pupil will be placed in the school's onsite After School Club. A charge for this service will then be incurred by the parent/carer.

4. If the pupil has not been collected by 4.30pm, and all telephone calls to the numbers on the pupil's Emergency Contact form have resulted in no contact with the parent/carer, even after calls being made at 15 minute intervals throughout the period, advice will be sought from Social Services department.

5. The procedure in 4 above will apply also to pupils attending St Charles' After School Club who have not been collected by the time the club closes at 4.30pm. Contact will initially attempt to be made by ASC staff. If staff are unable to contact a parent/carer, they will contact the headteacher or, if she is unavailable, the deputy headteacher. Advice will then be sought from Social Services.

6. The contact with Social Services will be made by the Headteacher who is the DSL. In her absence, the Deputy Headteacher will undertake the task who is the DDSL. If she is also unavailable, a member of the school staff will make the phone call.