



Uncollected Children Procedures

Jan 2017

Approved by GB: March 2017

Next review due: Feb 2020

At the end of the School Day

1. Schools have a general duty to ensure that pupil's records are kept up to date. We ensure that contact numbers for parent/carers for use in an emergency are current.
2. Parents/carers must make every effort to contact the school if they are going to be delayed in collecting their child/children.
3. Should a child be left at school repeatedly for an unreasonable amount of time after the school day has ended, that Children's Services may be contacted. In these circumstances Children's Services can treat the matter under Child Protection Procedures as a potential issue of abandonment/neglect.
4. In the event of a child/children being left behind at the end of the school day, schools make every attempt to contact the parent/carer or emergency contact person who is able to collect the child.
5. It is felt to be in the child's best interest to stay at school in familiar surroundings for as long as possible.
- 6. If the child/children has not been collected by 6.00pm then school should contact the Emergency Duty Team on 0208 553 5825.**
7. The school will deliver a letter to the child/children's home after this time informing the parent/carer that the child is in the care of the Emergency Social Work Team, it will also include contact numbers.
8. The school will discuss the situation with the parent/carer the following day and notify Education Welfare Service Manager of action and details.



Date

Uncollected children

Dear Parent/Carer,

Re: Name of Child/Children

As a result of your child not being collected from school today, (Date) and having not been able to contact you, we have now implemented the Authority's procedure for children uncollected after school hours.

Your child is now in the care of the Local Authority 'Emergency Duty Team'.

Your point of contact will be: Emergency Duty Team
Ley Street House
497-499 Ley Street
Ilford
Essex
IG2 7QX

Tel: 0208 553 5825

Would you please contact me as soon as possible on the next school day to discuss this matter further?

WE WOULD ASK YOU TO BRING THIS LETTER AND ANOTHER FORM OF IDENTIFICATION WITH YOU WHEN YOU COLLECT YOUR CHILD/CHILDREN.

Yours sincerely

A handwritten signature in black ink that reads "Andy Thomas".

Head teacher
Churchfields Junior School