# **Uncollected Child Policy and Procedure**

The school has a duty to safeguard and promote the welfare of all children under Section 175 Education Act 2002.

#### Late Collection of a 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 to 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 or guardian.

## **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 in our Child Protection and Safeguarding 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.

#### **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 the 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:

### **Islington Referral and Advice Team**

222 Upper Street London N1 1XR Tel 020 7527 7400

Out of hours (after 5 pm and weekends): 020 7226 0992

## **Haringey Referral and Assessment Team**

48 Station Road Wood Green London N22 7TY Tel 020 8489 4470/5785

## **Hackney - Access and Assessment Centre**

Hackney Service Centre
1 Hillman Street
London E8 1DY
Tel 020 8356 5500
Emergency out of hours team 020 8356 2346

## **Tower Hamlets - Advice and Assessment Team**

Child Protection and Reviewing Mulberry Place 5 Clove Crescent London E14 1BY Tel 020 7364 5006

## **City of London**

Tel 020 7332 1224

## **Westminster - Children and Families Assessment Team**

Telephone: 020 7641 7560

#### Camden

(North of the Borough) Family Services and Social Work 156 West End Lane London NW6 1SD 020 7974 6666 (Customer Call Centre), out of hours 020 7974 4444

(South of the Borough) Families and Social Work Crowndale Centre 218 Eversholt Street London NW1 1BD 020 7974 4094 (Duty and Assessment), Out of hours 020 7974 4444

#### Website:

www.camden.gov.uk/childreninneed/

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.

A full written report of the incident will be recorded in the child's child protection file.