

# **Whitwick St. John the Baptist C.E. Primary School**

## **Non Collection of a Child Policy**

Agreed by Staff: **February 2021**

Agreed by Governors: **February 2024**

Signed (Chair): \_\_\_\_\_ Date: \_\_\_\_\_

In the circumstances that a child hasn't been collected or parental contact has not been made within 15 minutes of the session ending, staff will contact the child's parents by telephone. If no reply from parents then the emergency contact details provided by the parent will be contacted. The child will be taken to Rockhopper Club and parents will be charged. Charges will apply to all children in these circumstances. Office staff or the Rockhopper manager will try every 15 minutes up to 1 hour.

If there has been no contact after 1 hour from either the child's parents or one of their emergency contacts, staff will contact social services for guidance: 01530 275200 (Coalville office) 0116 3055500 First Response Advice Line (open until 5pm). A written record will be kept on CPOMS. If there are several occasions where a child is not collected on time the parents will be spoken to by the headteacher and arrangements made as necessary. Support will be given to the parents as appropriate, but if the child is constantly being picked up late a referral to social services will be made.

### **Lost Children Policy**

Staff will be asked when they last saw the child. The other children present will be asked if they have seen the child. The Register will be checked to ensure the child has not been collected. Staff will check the immediate area (classroom, cloakroom and toilets.) If the child is not found parents will be contacted immediately. The headteacher or deputy will be made aware of the situation. Staff will then be organised to check all other children are still present, as well as ensuring all exits are still secure to outside areas, and check the rest of the building and surrounding areas and look after the remaining children.

Staff will contact the police; 999, once it has been established that the child is not in the building or surrounding area, with a description of the child and an approximate time the child went missing. A written statement will be kept and procedures reviewed.

Staff will also contact Social Services 01530 275200/ Ofsted 0300 123 1231 for advice.

### **Found Children**

If a child, who should not be there, is found on the premises the Headteacher will be informed. If the child is known to the school the parent will be contacted to collect them. Staff will supervise the 'found child'.

If the child is not known to staff and if no information was available or could be found about the child, then the police will be contacted. A report will be compiled, signed and dated by the headteacher or deputy and OFSTED will be informed.