

UNCOLLECTED CHILD POLICY

FOUNDATION STAGE

At Durham High School for Girls we will ensure that children and their families will be offered a safe and stimulating environment within which children can have fun, be happy and flourish.

At the end of every day we will ensure that all the girls are collected by a parent, or designated adult in accordance with our end of day procedures. However, if a child is not collected at the correct time the following actions will take place:

- The teacher on duty will ensure the child does not become distressed and reassure them that their parents will shortly arrive
- After 4.00pm the teacher on duty will take any uncollected girls to either After School Care (Foundation Stage and Key stage 1) or Homework Club (Key stage 2) and inform the Head or Deputy Head of Junior House.
- The Head or Deputy Head will check with Reception and Junior House Secretary if a message has been left explaining why the child has not been collected.
- If by 4.30pm there has been no contact to explain the delay in collection the child the Head or Deputy Head of Junior House will begin contacting parents and/or emergency numbers at 15 minute intervals.
- At 5.00pm any uncollected children from either Homework or any clubs/activities will be taken by the teacher on duty to After School Care.
- At 5.30pm when After School Care finishes, any uncollected girls will be taken to the Head of Junior House office who will supervise and look after the girls until their parents arrive. The Head of Junior House will continue to try to contact parents.
- If, after 6.30pm, no contact has been made by the parents and the Head of Junior House, has been unsuccessful in obtaining a reason for the delay, the Head of Junior House will contact Social Care.
- All girls will remain the responsibility of the school and be in the care of Mrs Settle until collected. Under no circumstances will a girl be taken from school by any person who is not authorised to collect her.
- A note will be placed on the main school door explaining what action has been taken and giving the contact number of Social Care Direct. This note will also give reassurance that the child is safe.

The Head of Junior House will record all incidents of late collection and these will be discussed with parents or carers at the earliest opportunity.

Standard 2 Organisation (2.4)

You must have procedures to be followed in the event of a child being lost or a parent failing to collect a child.