

**UNCOLLECTED CHILD POLICY - JUNIOR HOUSE –
including - EYFS
DURHAM HIGH SCHOOL**

At Durham High School 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 your daughter 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 they are safe and will not be left alone.
- After 4.00pm the teacher on duty will take any uncollected girls to either After School Care (Foundation Stage and Y1) or Homework Club (Key Stage 2) and inform the Head or Member of JLT.
- The Head or Deputy Head will check with Reception and the Main Office to see whether 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 of your daughter the Head or Member of JLT will begin contacting parents and/or emergency numbers at 15 minute intervals.
- Uncollected children will remain in Homework Club or After School Care until 5.30pm.
- At 5.30pm when After School Care and Home Work Club finish, any uncollected girls will be taken to the Head or member of JLT, who will supervise and look after the girls until their parents arrive and will continue to try to contact parents and other designated emergency contacts at regular intervals.
- If it has not been possible to make contact with the parents or any other designated emergency contacts, and the Head of Junior House has been unsuccessful in obtaining a reason for the delay, Social Care Direct will be contacted.
- All girls will remain the responsibility of the school and be in the care of Mrs Anderson (or the designated JLT member) 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.