



Durham High School

Uncollected Child Policy

This policy applies to the Whole School Department and is published to parents and pupils

Reviewed: September 2022
Next review: September 2023

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.

Arrangements for Pre-Prep and Prep Departments

At the end of every day we will ensure that all the pupils are collected by a parent, or agreed 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 they are safe and will not be left alone.
- After 3.40pm (Pre-Prep) / 4.00pm (Prep) any uncollected pupils will be taken to After School Club and inform the Head of Pre-Prep or Prep
- The Head of Pre-Prep or Prep or member of staff will check with Reception/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 the child, the Head of Pre-Prep or Prep or member of staff will begin contacting parents and/or emergency numbers at 15 minute intervals.
- Uncollected children will remain in After School Club until 5.30pm.
- At 5.30pm when After School Club finishes, any uncollected pupils will be taken to the Principal or designated member of SLT, who will supervise and look after the pupils 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 Principal/designated SLT member has been unsuccessful in obtaining a reason for the delay, Social Care Direct will be contacted.
- All pupils will remain the responsibility of the school and be in the care of the Principal/ designated SLT member) until collected. Under no circumstances will a pupil be taken from school by any person who is not authorised to collect them.
- 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.

Arrangements for Senior Department and Sixth Form

Pupils in the Senior Department and Sixth Form are allowed to walk home without a parent or carer.

Homework Club is available for any pupils wishing to stay until 5.30.

Homework Club is staffed by a member of Senior Department Staff.

If a pupil is expecting being picked up by a parent from Homework Club and they have not been picked up by 5.30, the following procedure is put in 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 5.30 pm the staff member on duty at Homework Club will ring the SLT member of Staff on late duty to let them know a child has not been collected.
- The member of SLT, will supervise and look after the pupils 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 contact the parents or any other designated emergency contacts, and the Principal/designated SLT member has been unsuccessful in obtaining a reason for the delay, by 6.00pm, Social Care will be contacted.
- All pupils will remain the responsibility of the school and be in the care of the Principal/ designated SLT member until collected. Under no circumstances will a pupil be taken from school by any person who is not authorised to collect them.
- A note will be placed on the main school door explaining what action has been taken and giving the contact number of Social Care. This note will also give reassurance that the child is safe.