



St James' Garden
Witton-le-Wear
Co.Durham
DL14 0BG

Telephone/Fax : 01388 488 350
wittonlewear@durhamlea.org.uk

Uncollected Child Policy/Procedures.

At Witton-le-Wear Primary 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 develop to their full potential.

At the end of the school day we will ensure that all children are collected by a parent, carer or designated adult. Class teachers will remain with children at the bottom of the school pathway and make sure that every individual child goes safely home with an identified designated adult. No child will be allowed to leave the premises by themselves or with an adult who we do not recognise as being their designated contact person.

If a child is not collected at the correct time the following actions will take place:

- **If a parent, carer or designated adult is more than 10 minutes late in collecting their child the Head teacher / class teacher will try to contact them by telephone.**
- **If unsuccessful, the Head teacher / class teacher will try to speak to any of the identified nominated contacts held in our school database by telephone.**
- **The Head teacher / class teacher will continue to try to contact parents, carers or any other emergency contact person at regular 15 minute intervals throughout the remainder of the day.**
- **The child will remain the responsibility of the school and in no circumstances will they be taken from the school by any person who is not authorised to collect the child.**
- **If, after using all available contact numbers, the Head teacher / class teacher has been unsuccessful in identifying a reason for the delay in collection and a suitable contact is not available to collect the child the Head teacher / class teacher will contact First Contact Service on 03000267979.**
- **Two members of staff will remain on the premises with the child. Under no circumstances will the child be taken to the home of a member of staff or any other unauthorised person.**
- **If the school has no alternative but to leave the child with Social Care, the Head teacher / class teacher will try to contact parents leaving recorded messages where possible explaining what action has been taken.**

This policy was last reviewed during Autumn 2019.

It will be reviewed during Autumn 2021 or when legislation requires us to do so.

Mr. M. Stephenson. Head teacher.



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