

Uncollected Child



HOLY CROSS
CATHOLIC
PRIMARY SCHOOL

Living loving learning together.

<u>Agreed On</u>	<u>Signed</u>	<u>Review Date</u>
Autumn 2021	S.McElroy	Autumn 2023

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Education Act 1996
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Children and Families Act 2014

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We aim to provide a safe, secure, healthy and pleasant learning environment for all our children, school personnel and visitors. We have in place security procedures that will reassure parents that their children are safe from the time they arrive at school to the time they leave.

We will ensure that at the end of the morning session or at the end of the school day all children are collected by their parents/carers or a designated adult. Parents will feel confident that in the event that they are late in collecting their child on time that the school has in place procedures that will ensure the safety and security of their children. Children will remain in the care of the school until they are collected by their parent/carer or a designated adult.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To ensure the safety and security of children not collected on time at the end of the morning session or at the end of the school day by having in place health and safety control measures.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed members of the school personnel to be the Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead;
- delegated powers and responsibilities to the Headteacher to make the school a safe and secure environment;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- nominated a link governor to be responsible for Health and Safety including school security and to visit the school regularly, to liaise with the Health and Safety coordinator and to report back to the Governing Body;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:
 - determining this policy with the Governing Body;
 - discussing improvements to this policy during the school year;
 - organising surveys to gauge the thoughts of all pupils;
 - reviewing the effectiveness of this policy with the Governing Body
- nominated a link governor to:
 - visit the school regularly;
 - work closely with the Headteacher and with the Designated Safeguarding Lead;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - report to the Governing Body every term;
 - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure risk assessments are:
 - in place and cover all aspects of this policy;
 - accurate and suitable;
 - reviewed annually;
 - easily available for all school personnel.
- have in place the following health and safety control measures:
 - Procedures in place to supervise pupils if uncollected at the end of the school day.
 - Pupils reassured that they will be collected by their parents/carers or nominated person.
 - Pupils supervised at all times in designated room.
 - Parents contacted to establish expected time of collection.
 - Emergency contact details for all pupils annually updated.
 - Parents reminded to inform school of any changes to their personal contact details.
 - Uncollected pupils not sent home alone but to remain in school.
 - Pupils not released to another adult without the prior written or verbal consent of the parent and with the nominated person being known to the school.
 - Pupils to remain in school until collected.
 - School personnel not allowed to escort pupil home alone without an adult chaperone.
 - Published information on the school website and in the school handbook informs parents of the school policy.
 - Pupils constantly reminded of the safe procedures in place if they are uncollected at the end of the school day.
 - Parents reminded to collect their children at the end of the school day or at the end of after school clubs.
 - Records kept every time a child is uncollected.
 - Meetings take place with parents who are persistently late in collecting their children in order to resolve the situation.
 - Children services contacted if after repeated attempts no contact has been parents/carers or nominated person.
 - Parents aware of this procedure.
 - Monitoring and review procedures in place to ensure safe procedures continue.
- ensure school personnel are aware of the following procedures if a child is not collected on time:
 - If the child is not collected by fifteen minutes after the end of the day then contact the parents/carers using the up to date pupil emergency contact details.
 - If unsuccessful then contact the other named adults authorised by parents/ carers.
 - If the child is not collected after one hour then inform the Designated Safeguarding Lead and then contact the local authority social care team.

- The child stays within school with two members of staff in attendance until collected.
- ensure school personnel, parents and children are aware of these procedures;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

Role of School Personnel

School personnel will:

- implement this policy if any child is not collected on time;
- undertake the following procedure if a child is uncollected:
 - Reassure the child who has not been collected on time that they have not been forgotten.
 - Call the parent/carer or designated person after five minutes of waiting.
 - Try other emergency contact numbers if the parent/carer cannot be contacted.
 - Two members of staff to wait with the child providing as much support and reassurance as is necessary.
 - The child must not be released into the care and supervision of another adult until they have verbal permission from the parent/carer.
 - The child must not go home alone even with the telephone consent of the parent/carer.
 - The child must not be escorted or taken child home.
 - The local Children Services department must be contacted if after repeated attempts no contact has been made with the parent/carer or designated person.
 - Leave a message and contact number for the parent/carer or designated person informing them that their child is being looked after by the local authority.
 - Record all incidents of late collection.
 - Meet with parents who are persistently late in collecting their children.
 - After each incident assess security procedures.
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of Pupils

Pupils are regularly reminded:

- of the emergency procedures if they are not collected at the end of the school day;
- to report to a member of the school personnel if they are not collected on time;
- to remain in the school in the charge of two members of staff until they are collected.

- to listen carefully to all instructions given to them.

Role of Parents/Carers

Parents/carers must:

- be aware of the safety and security procedures if their children are not collected on time;
- ensure the school has up to date contact details:
 - Home address
 - Home telephone number
 - Mobile numbers
 - Place of work contact details
 - Names and contact details of two adults (grandparents/neighbours/close friends/child-minder) who are authorised by the parents/carers to collect their child.
- have the school's contact details;
- ensure that their children are collected promptly;
- contact the school to explain that they will be late to collect their child;
- contact the school to explain that they will be late to collect their child and that a designated person known by the school will be collecting their child;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- School Handbook/Prospectus;
- School website;
- Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;
- Written communications with home such as weekly newsletters and of end of half term newsletters;
- Annual report to parents;
- Headteacher reports to the Governing Body;
- Information displays in the main school entrance;
- Text messages
- Email
- Social media:
 - Facebook
 - Twitter
 - Virtual pin boards
 - School blog

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:

- | | |
|--|---|
| <input type="checkbox"/> All aspects of this policy | <input type="checkbox"/> Pastoral Care |
| <input type="checkbox"/> Safeguarding and Child Protection | <input type="checkbox"/> Home-School Agreement |
| <input type="checkbox"/> Health and Safety | <input type="checkbox"/> Parental Responsibility and Change of Name |
| <input type="checkbox"/> Supervision of Pupils | <input type="checkbox"/> Equal opportunities |
| <input type="checkbox"/> Troubled and Vulnerable Children | <input type="checkbox"/> Inclusion |

- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Race Disparity Audit

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Linked Policies

- | | |
|-------------------------------------|--|
| ▪ Safeguarding and Child Protection | ▪ Troubled and Vulnerable Children |
| ▪ Pastoral Care | ▪ Home-School Agreement |
| ▪ Supervision of Pupils | ▪ Parental Responsibility and Change of Name |
| ▪ Health and Safety | ▪ Risk Management and Assessment |

See Appendices Documents section on Policies for Schools Website

- Frequency of Policy Monitoring
- Monitoring Implementation and Policy Effectiveness Action Plan
- Initial Equality Impact Assessment
- Policy Evaluation
- Policy Approval Form