

Failure to collect Policy



Fishburn Primary School

Academic Year

2021 / 2022

Written: November 2021

Review: November 2023

Approved by: Governing Body

If a child has not been collected at the end of the session time, the following process will occur:

- The child is taken to the school office.
- 5 minutes after the end of the session time, the School Administrator or another member of staff will attempt to contact parent / carer by telephone.
- If parents / carers cannot be contacted, alternative emergency contact numbers will be tried to arrange for the collection of the child.
- If a child is still in school at the end of the School Administrator's working hours, he / she will be taken into a classroom to be supervised while the member of staff continues to attempt contact with parents or other emergency contacts.
- If no contact can be made with parents or other named persons after one hour, the Headteacher will contact Social Care Direct or the Police.

Parents should be regularly reminded of the importance of keeping school up to date with all relevant telephone numbers and names of people who are authorised to collect their child.