



AZBUKA Russian-English Bilingual school

UNCOLLECTED CHILD policy and procedure

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.

UNCOLLECTED CHILD - PROCEDURE

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 10 minutes of waiting.
 - Try other emergency contact numbers if the parent/carer cannot be contacted.
 - The child's teacher or other member 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.
- Write a letter of warning to the parents who are persistently late in collection their children.
- After each incident assess security procedures.

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure procedures are in place to ensure the safety and security of children 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 a member 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;

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:

- the School Prospectus
- the school website
- the school open days
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
 - All aspects of this policy
 - Safeguarding and Child Protection
 - Health and Safety
 - Supervision of Pupils
 - Troubled and Vulnerable Children
 - Pastoral Care
 - Home-School Agreement
 - Parental Responsibility and Change of Name
 - Equal opportunities
 - 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.

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.