RED ROW PRIMARY SCHOOL

PROCEDURE FOR UNCOLLECTED CHILDREN

Date Written:	**October 2024**
By:	**Richard Bollands**
Responsible Governor:	**Joint Sub Committee**
Adopted by Governors:	**October 2026**
Date for Review:	**October 2028**

Up to 15 minutes late

Teachers:

1. Ensure that the child is supervised.
2. After 15 mins place the child in after school club (normal charges will apply)

Office:

1. Call parent/emergency contact to establish why the child has not been collected
2. If no response then inform supervising member of staff.
3. If response then inform what arrangements have been made for the child to be collected.

Up to 30 minutes late

Teachers:

1. Check child is ok in club.

Office:

1. Make a second call to parent/emergency contact to establish why the child has not been collected
2. If no response then inform supervising member of staff.
3. If response then inform what arrangements have been made for the child to be collected.

REPEAT EVRY 15 MINUTES UNTIL:

Beyond 60 minutes late

Teachers:

1. Check child is ok in club.

Office:

1. Make a final call to parent/emergency contact to establish why the child has not been collected
2. If no response then inform supervising member of staff and call Social Services Team who will make arrangements for the child looked after until the carers can be located.
3. If response then inform what arrangements have been made for the child to be collected.