



REDLAND SCHOOL NON COLLECTION  
OF CHILD POLICY

November 2016

# Redland Primary School Policy

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If a child is not collected by an authorised adult at the end of the school day we will put into action these agreed procedures in order to ensure that the child is cared for in a safe environment.

## **AIMS**

To provide a child who has not been collected with a high standard of care in order to ensure they suffer as little stress as possible in a safe environment.

## **PROCEDURE FOR NON COLLECTION**

- Where the child has persistently not been collected they will be taken to the office by the teacher and stay with them until a member of the office staff makes every effort to contact the parent by telephone.
- If personal contact is not made by telephone, messages will be left for the parent.
- The child will not leave the premises with anyone but the authorised person
- If no one collects the children by 3.20p.m. and no one can be reached we apply procedures for uncollected children (or 4.30p.m. if a child is left after a club activity which are run by our teachers).

Children who are left after 3.20p.m. will be placed in the safe environment of our After School Care Club.

We reserve the right to charge the fees for After School Care Club in accordance with our Charging Policy - Mon – Thurs - £8, Fri - £7. These costs cover the cost of child care which the school has to pick up.

We will contact Social Services at 5.30p.m. if there still hasn't been any contact from parents.