Uncollected Children Policy

Date Published	April 2018
Version	1
Date Last Approved	February 2024
Review Cycle	Triennial
Review Date	February 2027

"Learning together, to be the best we can be"

1. Scope

1.1. This policy applies to all academies and business units across Nexus MAT.

2. Procedure

2.1. In the event that a child is not collected by an authorised adult at the end of a session/day (including home to school transport), Nexus MAT academies put into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child, in order to cause as little distress as possible. We publish this policy to inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their child will be properly cared for.
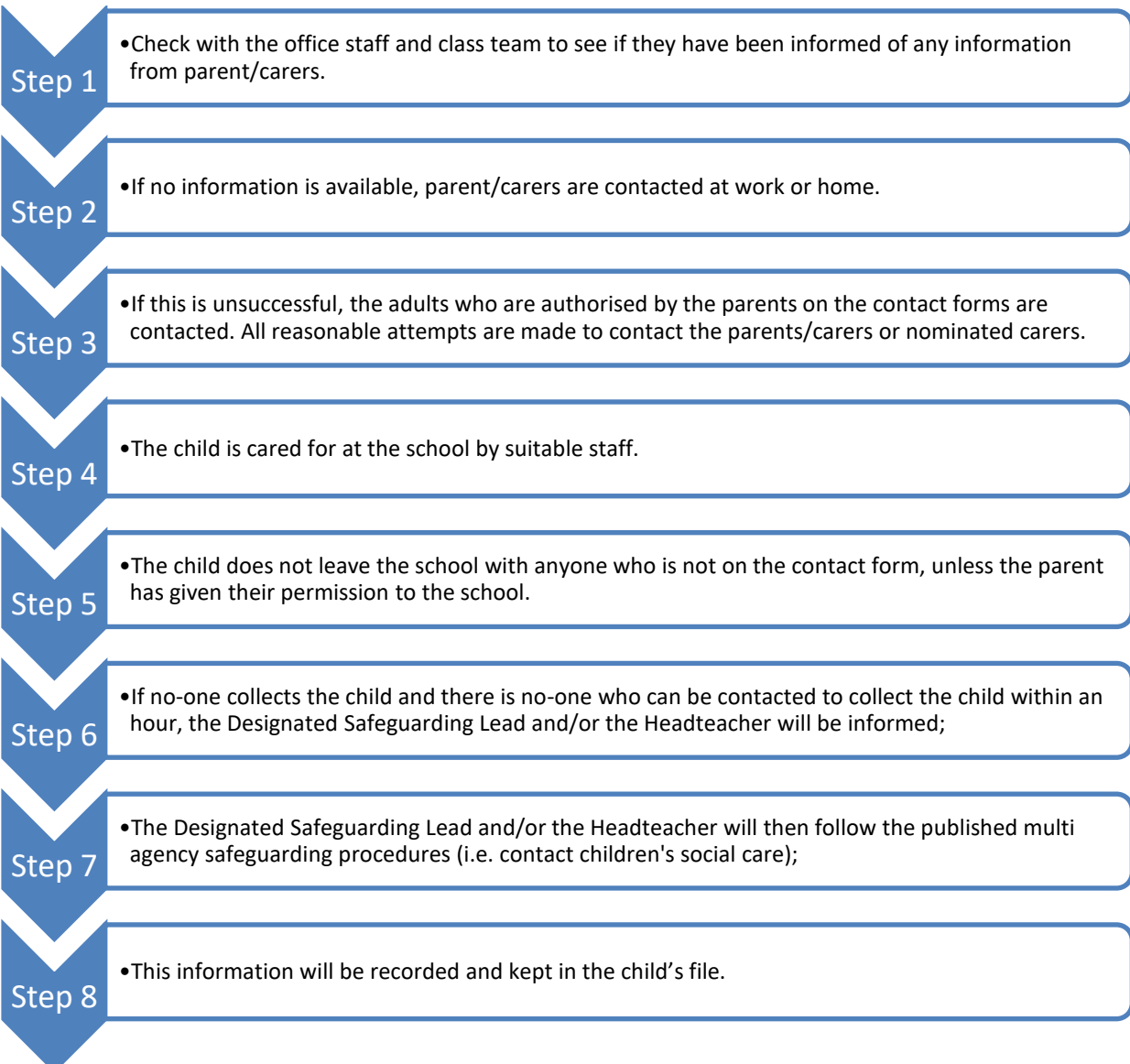
2.2. Parents must provide on the contact forms:

2.2.1. Names, addresses, and telephone numbers of adults who are authorised by the parents to collect their child from the school;

2.2.2. Place of work, address and telephone number (if applicable);

2.2.3. Who has parental responsibility for the child;

2.2.4. Information about any person who does not have legal access to the child;

2.3. On occasions when parents are aware that they will not be at home or in their usual place of work, they must inform their child's academy of how they can be contacted.

2.4. On occasions when parents or the normally authorised persons cannot collect the child, they must inform their child's academy with details of who will be collecting the child, and some form of verification to identify this person.

2.5. Parents are informed that if they are not able to collect the child as planned, they must contact their child's academy so that they know the reason for their late arrival.

2.6. If a child is not collected at the end of the session/day, Nexus academies follow the following procedure:

Step 1 • Check with the office staff and class team to see if they have been informed of any information from parent/carers.

Step 2 • If no information is available, parent/carers are contacted at work or home.

Step 3 • If this is unsuccessful, the adults who are authorised by the parents on the contact forms are contacted. All reasonable attempts are made to contact the parents/carers or nominated carers.

Step 4 • The child is cared for at the school by suitable staff.

Step 5 • The child does not leave the school with anyone who is not on the contact form, unless the parent has given their permission to the school.

Step 6 • If no-one collects the child and there is no-one who can be contacted to collect the child within an hour, the Designated Safeguarding Lead and/or the Headteacher will be informed;

Step 7 • The Designated Safeguarding Lead and/or the Headteacher will then follow the published multi agency safeguarding procedures (i.e. contact children's social care);

Step 8 • This information will be recorded and kept in the child's file.

2.7. **Under no circumstances should a staff member take a child home with them or search out a missing parent/carer.**