

Ringway Primary School

Procedure for Uncollected Children

Signed

Headteacher

Chair of Governors

To be reviewed: Spring 2015

 Spring 2017

 Spring 2019

Up to 15 minutes late

Teachers:

1. Ensure that the child is supervised.

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. Ensure that the child is supervised

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 EVERY 15 MINUTES UNTIL:

Beyond 60 minutes late

Teachers:

1. Ensure that the child is supervised

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 to be looked after until the carers can be located
3. If response then inform what arrangements have been made for the child to be collected