



Flash Ley CP School Uncollected Child Procedure

Up-to-date information is kept on parent/carer contact details including mobile phone numbers and is located in the office contacts file. Additional details are collected for alternative person to contact e.g. relative, neighbour or friend. The parent/carer has to inform the class teacher or school secretary as to who will collect their child if they cannot.

The procedure for an uncollected child at the end of the school day is as follows:

- Parent/carer is contacted upon failure to collect the child for any reason.
- If not available, the member of staff on duty will leave a message on the parent/carer's mobile and will attempt to contact other numbers on file.
- The child will be reassured and will remain in school under the supervision of the member of staff on duty.
- If parent/carer cannot be contacted the child will remain with the class teacher/key worker or headteacher until contact is made with the parent.
- If children are not collected by 4.30pm a First Response call will be made to the Staffordshire Safeguarding Team.