



Calder Primary Calder Learning Trust

Safeguarding Children Policy Collected/Uncollected Children

Approved by: Governors October 2021

Next review due by: October 2023

COLLECTED CHILDREN

The school will only release **EYFS and Key Stage 1** (4 to 7 year old) children into the care of parents or an individual or organisation named by the parent e.g. The Ark. These people will be named on the admissions form parents will be asked to complete when joining the school and can update as required.

If children are to be collected by an adult other than the parent or named collectors school needs **written permission** from parents **prior to the collection time** in writing or by email.

In the event of an emergency situation, a **telephone call by the parent** to school will be required to identify the **named collector** appointed to collect the child. In the event that an adult other than a named collector needs to collect a child, we have a password facility in place.

Key Stage 2 children are allowed to make their own way to meet parents or collectors at the close of school and a member of staff is on duty each day to ensure all children have met their collectors.

Year 5 and 6 pupils are permitted to walk home or to an agreed meeting point, with the consent of parents. Parents must inform the school in writing if this is the case and on which days.

Children who are attending The Ark will wait in main reception until Ark staff come to collect them. The Ark will have a register list.

UNCOLLECTED CHILDREN

A child is considered “uncollected” if the parents are over half an hour late to collect from the end of school and we have not heard anything from the parent or carer to inform us of the delay.

In the event of a child being uncollected the following actions will be taken:

1. Comfort child if necessary and keep them safe in school
2. Make contact with parent or second named contact
3. If contact is made with parent/second contact arrange to have child collected as soon as possible
4. If contact cannot be made with parent or second contact beyond **one hour** and a member of staff is available the child will remain in school supervised by the member of staff until collection.
5. If no contact has been made with parent or second contact within **one and a half hours**, Social Services will be contacted for advice.