



## Left at School Policy

<b>This policy will be reviewed annually</b>
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Policy reviewed: July 2017 by JG
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Next review: July 2018 by JG
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This policy applies to all children in the school, including those in the EYFS.

### **Aim:**

In the event that a child is not collected by an authorised adult at the end of a day, the school will put into practice procedures to ensure that the child is cared for safely.

### **Procedure:**

If a child is not collected at the end of the school day and no information has been received regarding the delay, we shall follow the following procedure.

- Checks are made for any information about changes to normal collection routines.
- After school activity registers are checked to ensure child is not meant to be at a club.
- The child/ren will be taken to the School Office where they will be signed in and looked after by the School Secretary. The parents will be called 20 minutes after the end of the school day and asked for their expected time of collection.
- Should the school secretary not be able to speak directly to a parent then messages will be left on their answerphone/voicemail
- If by 4.30pm the child/ren have not been collected, a member the SMT will contact the parents again and find out what time they, or the person collecting their son/daughter, will be at school. At this point, if no direct contact has been made with the parents then the emergency contact will be called.
- If the child has not been collected 10 minutes after the end of an after school club, then they should be taken to the school office. The School Secretary, or a member of SMT, will contact the parents and find out what time they, or the person collecting their child, will be at school.
- All reasonable attempts will be made to contact the parents or nominated carers.
- The child will be cared for in the School Office or if that is unavailable, in a classroom.
- The Head must be informed of the situation at this time.
- The child does not leave the school premises with anyone other than those authorised to collect the child.

- If no-one collects the child by 5.30pm and there is nobody who can be contacted, we apply the following procedures:
  - We contact our Local Authority social services department  
Telephone number: 020 8545 4226 9am – 5pm – MASH team  
020 8770 5000 out of hours
  - The child stays at school in the care of two fully vetted workers until safely collected either by parents or a social worker.
  - The Head must be updated regularly of the situation.
  - Under no circumstances are staff to take the child home with them.
  - A full written report must be recorded on the child's file.

**We undertake to look after the child safely throughout the time that he remains under our care.**