



Shawlands Primary School Policy

**Non-Collection of a Child Policy
REVIEWED EVERY 3 YEARS**

Reviewed Spring 2020

Approved by the Governing Body on:

Signed.....



Shawlands Primary School Non-collection of a Child Policy



In the event that a child is not collected from the nursery or school the following should happen:

- The member of staff should endeavour to contact members of the family/work using contact numbers kept in school
- The member of staff should inform the a member of senior staff
- A member of staff needs to ensure that the child is settled and not overly worried about the situation
- If after $\frac{1}{2}$ an hour the carer/parent has not arrived, and the other contact numbers have not been helpful, it may be necessary to contact the Social Services Assessment Team on 01226 772423
- Advice needs to be taken from the assessment team on what should happen next
- Parents should have the information on what will happen in cases of late collection of children at the nursery or school
- A log will be kept of children who are not collected within ten minutes of the end of session
- Where parents are persistently late to collect children, if only for a few minutes, the Head will arrange a meeting with the parent to discuss their concerns and if this does not improve matters lateness will be logged and shared with the Social Services Assessment Team.

**Shawlands Primary School
Spring 2020**