

Wickersley St Alban's C of E  
Primary School

## Late collection of a child policy

Wickersley St Alban's C of E Primary School end of school day or After School Activity procedures.

In the first instance, after ten minutes the person in charge should accompany the pupil to the school office, telephone the parent/carer and establish what has happened, the time the pupil is to be collected and name of person collecting the pupil. The Headteacher or senior staff member should be informed and it is their responsibility to care for the pupil until he/she is collected.

If, after fifteen minutes, contact has not been made then the Headteacher or senior member of staff should telephone the other contact numbers and follow the above procedure. The incident should be logged.

If, at this stage, a named contact is not found then the pupil should be taken to the After School Club and registered into their care. This will provide a safe and stimulating environment for the pupil and hopefully reduce the stress levels the child will be experiencing.

If by 5.30 p.m. contact has not been established then the Headteacher or senior member of staff should contact social care and the police. Telephone numbers of both are displayed in the school and can be found at the end of this policy. The Headteacher or senior member of staff will stay with the child until suitable arrangements are in place.

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Contact and Referral Team      Tel. 01709 823987

Non- emergency Police contact      Tel. 01142 202020 OR 111