



**Failure to collect a child Policy.**

**Procedure to follow if a child is not collected at the end of the school day:**

1. Telephone named contacts, usually parents, in order of preference given on the Pupil Information Form
2. If it is not possible to speak to anyone – messages must be left on voice mail/answer machines.
3. Inform the Head Teacher or member of Senior Management Team if the Head Teacher is not in school.
4. Any child who is not collected must be cared for and kept busy on school premises so that he/she does not become distressed.
5. At 6.30pm if we are unable to contact any of the named contacts for the child then Social Services in Newcastle should be informed. The Head Teacher or member of the SMT would be responsible for looking after the child and for contacting Social Services.
6. All children remain the responsibility of the school and under no circumstances will a child be taken from school by any person who is not authorised to collect.

**Reviewed September 2019**