



Nourishing the fitrah of each unique child

Uncollected Child Policy

*“Every one of you is a shepherd and is responsible for his flock.”
(Saheeh Bukhari, 6719)*

Adopted: January 2025	Review date: January 2026	Uncollected Child Coordinator: School Administrator
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Uncollected Child Policy

An uncollected child is a pupil who is not collected by an authorised adult by the end of the school day. Our school will put into place measures to ensure that the child is cared for safely by our staff.

They will receive the same care and attention that they are used to receiving during normal school hours to cause as little distress as possible.

We inform parents and guardians of our procedures so that, if they are unavoidably delayed, they will be reassured that their child(ren) will be appropriately cared for.

Procedures

Upon joining Unique Academy, parents are asked to provide the following specific information which is recorded on our Registration Form:

On occasions when parents or the persons normally authorised to collect the child(ren) are not able to collect the child(ren), they provide us with written details of the name, address and telephone number of the person who will be collecting their child. We agree with parents to have a Password system in place to verify the identity of the person who is to collect their child. We will never hand over the child to anybody who does not have legal access to the child or who is authorised by a person with parental responsibility to collect the child.

Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone number, which is: 0208 004 5481 (Option 4).

We inform parents that we apply our child protection procedures as set out in our child protection policy in the event that their children are not collected by an authorised adult within one hour after the school has closed and the staff can no longer supervise the child on our premises.

If a child is not collected at the end of the school day, we undertake the following procedures:

1. We will check child(ren)'s file for any information about changes to the normal collection routines.
2. If no information is available, we will contact the parents using the telephone (mobile) numbers that they have provided on their registration form
3. If the telephone numbers are not working, we will contact the home and work telephone numbers

If all the above attempts are unsuccessful, we will contact the adults who are nominated and authorised by the parents to collect their child from the school, in the following order:

4. We will telephone emergency contact number 1 which is written on the registration form
5. If emergency telephone 1 does not answer the telephone call, we will contact emergency contact number 2
6. If emergency telephone 2 does not answer the telephone call, we will contact emergency contact number 3

A pupil should not leave the premises with anyone other than those named on the Registration Form or in their file. If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children and contact our local authority children's social services care team on: **0208 583 6600** (option 2).

The pupil will remain on school premises with 2 members of staff until they are safely collected either by the parents/guardian or by a social care worker. The Social Care team will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.

Under no circumstances do staff go to look for the parent, nor do they take the child home with them.

A full written report of the incident will be recorded using the schools '**welfare/concerns form**' and put into the child's file, by the school administrator and a copy passed onto the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL).

