

## NON-COLLECTION OF CHILDREN POLICY

In the event that a child is not collected from Dale House by 6.00pm when the school closes, the following should happen:

1. At 6.00pm, a member of staff should inform the staff in charge – Mrs Fletcher and/or Principal Nursery Nurse - and the Office Staff.
2. The staff on duty should endeavour to contact members of the family via all contact telephone numbers - home/mobile/work/etc - leave messages, etc.
3. A member of staff would need to ensure that the child is settled and not over worried about the situation. Mrs Fletcher must be informed again if no reply to phone calls etc has been received by 6.30pm and she will advise duty staff.
4. If after another 30 minutes (by 7pm) the parent/guardian has not arrived and the other contact numbers have not been helpful, the next stage of action will be to inform the Duty Officers of Kirklees Emergency Duty Service (01484 414933 outside office hours). They will make arrangements for the child to be collected from school.
5. The child will be collected from school by the Police Child Unit and handed over to the Duty Officer of the Kirklees Emergency Duty Service. The child will then be taken to a place of safety overnight. Parents will be informed by the Police Child Unit where their child has been taken and the procedures for collecting their child.
6. Parents will be charged for any extra hours in the Late Room.
7. Parents should have the information on what will happen in cases of late collection of children at the school.

**Signed:** .....

**Mrs S.M.G. Fletcher**  
**Headmistress**

**Dated: September 2018**

**Review: September 2020**