



Uncollected Children Policy and Procedures

2024 - 2025

Park Road Academy
Primary School



At Park Road Academy Primary School, we are committed to ensuring the safety and well-being of all our students. Our Uncollected Children Policy and Procedures outline the steps we take to address situations where a child is not collected on time at the end of a session. This policy aligns with the guidance provided by Trafford Local Authority on managing uncollected children.

Objective

Our primary aim is to provide a secure and nurturing environment for our students, staff, and visitors. We have implemented robust security measures that guarantee parents the safety of their children from the moment they arrive at school until they leave.

Parental Information

Parents and caregivers are required to provide the following information on our contact forms:

- Names, addresses, and phone numbers of authorised adults responsible for collecting their child.
- Workplace details if applicable, including address and phone number.
- Full names of individuals sharing parental responsibility.
- Information about any individuals officially restricted from accessing the child.
- When parents anticipate being away from home or their usual workplace, they must inform us in writing or through a registered email address.
- If a parent or authorised person cannot pick up the child, they must provide information about the alternate collector and provide verification. The designated collector must present photographic identification upon arrival.
- Parents are responsible for notifying us if they are unable to collect their child on time, providing reasons for the delay.

Contact Information

We provide parents with our contact telephone numbers, with emails being the preferred mode of communication for planned or known circumstances:

- School: 0161 972 4820 admin@parkroadacademy.co.uk
- Extended Services: 0161 972 4820 nurseryandclubadmin@parkroadacademy.co.uk
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Uncollected Child Procedure

In cases where a child is not collected at the end of a session, the following steps are taken:

1. The School Office or Designated Safeguarding Lead is notified of the uncollected child within 5 minutes after the session concludes. Staff members check if any relevant information was communicated by parents.
2. If no information is available, attempts are made to contact parents at their workplace or home. A message is left, requesting them to return the call within 5 minutes (date and time noted).
3. If contacting parents is unsuccessful, authorised adults listed on the contact forms are called, with a 5-minute window provided for response (date and time recorded).
4. Every reasonable effort is made to reach parents or authorised caregivers.
5. If a child remains uncollected 15 minutes past the session's end and the parent cannot arrive promptly, subject to availability, the child can stay in school provision at a cost of £10.00 per 15-minute interval.
6. Children are released only to individuals listed on the contact form, except when parents provide written permission via the school's registered email address.
7. If 30 minutes pass from the session's end without the child being collected and the parent cannot be reached, the Headteacher or Designated Safeguarding Lead, responsible for child safeguarding, is informed.
8. The Headteacher or Designated Safeguarding Lead then adheres to the protocols set forth by Trafford's Safeguarding Children Board.
9. All pertinent information is documented and stored in the child's record.

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