



EBORA ACADEMY TRUST

**Non Statutory  
Uncollected Child Procedure**

Signed: \_\_\_\_\_

Dated: Dec 2016

## Ebor Academy Alliance Uncollected Children Procedure

Ebor Academy Trust has the highest regard for the safety of the children in our care – from the moment they arrive to the moment that they leave.

At the end of every session, Ebor Academy Trust will ensure that all children are collected by a parent, carer or designated adult. If for some reason a child is not collected at the end of a session, the following procedures will be activated.

- If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the relevant SLT member will be informed.
- The relevant SLT member will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.
- While waiting to be collected, the child will be supervised by at least two members of staff who will offer them as much support and reassurance as is necessary.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of 30 minutes has elapsed, the relevant SLT member will call the local social services department for advice.
- In the event of the social services being called and responsibility for the child being passed to a child protection agency, the relevant SLT member will attempt to leave a further telephone message with the parent/carers or designated adults' answer phone. Furthermore, a note will be left on the door of Ebor Academy Trust's premises informing the parent, carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local social services department.
- Under no circumstances will a child be taken to the home of a member of staff, or away from Ebor Academy Trust's premises unless absolutely necessary, in the course of waiting for them to be collected at the end of a session.
- The child will remain in the care of Ebor Academy Trust until they are collected by the parent, carer or designated adult, or alternatively placed in the care of social services.
- Incidents of late collection will be recorded by the relevant SLT member and discussed with parents/carers at the earliest opportunity. Parents and carers will be informed that persistent late collection may result in the imposition of a fine or the loss of their child's place at the Ebor Academy Trust.

**Please Note:** Trustees of the Ebor Academy Trust have overall responsibility for this policy, however where applicable responsibility is delegated to the individual schools Local Governing Body.

**Please note** – wherever this policy states Trustee this means Director or Trustee of the Ebor Academy Trust