



## **Mayville High school Foundation Stage**

### **Policy for Uncollected Children from Lower 1, Kestrels and Swans**

In the event that a child remains uncollected from school the following procedure applies.

1. If a child is not collected at the end of the school day or at the end of the session the child will be taken to After care and the parent will be telephoned by the class teacher or Senior Practitioner. Children can be cared for in Aftercare until 6pm.
2. If the child has not been collected by 6.10pm the Aftercare manager will contact all of the emergency contact numbers for the child held on file and arrange for the child to be collected. If the manager has not been able to establish contact with any of the emergency contact numbers they will wait a further 45 minutes until 6.45pm and will then contact Children's Social Care Services on 02392839111 or the out of hours number on 0845 600 4555.
3. The After Care Manager will prepare a report detailing the action taken and submit it to the Head teacher. The Head teacher/ Designated Safeguarding Lead (DSL) is responsible for forwarding the report to Social Care and Ofsted if deemed appropriate.

Alison Prismall February 2015

Reviewed April 2016

Reviewed April 2018

Reviewed April 2019

