



MAYVILLE HIGH SCHOOL

Founded in 1897

Early Years 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 Aftercare and the parent will be telephoned by the class teacher or Senior Practitioner. If contact with the parent has not been made a voicemail will be left and aftercare staff will call every half an hour until contact is made. A record of lateness of over half an hour without contact will be recorded on CPOMS and shared with the class teacher or room lead. Children can be cared for in Aftercare until 6pm.
2. If the child has not been collected by 6.10pm the Aftercare manager or Early Years 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 02392688793 or the out of hours number on 0300 555 1373.
3. The Aftercare Manager or Early Years Manager will prepare a report detailing the action taken and submit it to the Headteacher and add to CPOMS. The Headteacher/ Early Years Manager/ Designated Safeguarding Lead (DSL) is responsible for forwarding the report to Social Care and Ofsted, if deemed appropriate.

February 2015 AP.

Reviewed April 2016 AP. Reviewed April 2018 AP. Reviewed April 2019 AP. Reviewed July 2021 AP. Reviewed August 2022 AP. Reviewed August 2023 AP. Reviewed August 2024 SW