



## Abandoned Child Policy

It is the responsibility of parents to ensure that their child is collected promptly at the end of the school day. School understands that occasionally parents will have difficulty with traffic, or unforeseen circumstances. In these circumstances, we would ask parents to ring the school to inform us of any delay in collecting their child.

However, whilst the school day ends at 3.15pm, 3.25pm or 3.30pm for children, it does not for school staff, who have other professional commitments after school.

To ensure the safety and well-being of any children who have not been collected at the end of the school day, All Saints' First School has guidelines which it follows:

1. If a child is uncollected at the end of the school day, the class teacher (or person responsible for dismissing the child) must stay with the child, or make arrangements for another member of school staff to do so.
2. If the persons named for collection have not arrived or made contact by 5 minutes after the end of the school session the class teacher (or the alternative member of staff responsible) should phone the parent or guardian.
3. If the parent is unavailable, then the emergency contact numbers should be tried in order of priority. School staff will allow a child to be dismissed into the care of any adult on a child's emergency contact list. If a parent sends an adult not on the contact list to collect the child, without informing school, the child will not be allowed to go with that adult until this has been confirmed by a parent. In exceptional circumstances, the headteacher (or most senior member of staff available) may allow this to happen in the interests of the child.
4. If the child has not been collected 10 minutes after the end of their school session, the class teacher will ensure that the child is taken to Kids Club, if the child is registered with kids club and places are available. **Kids Club will charge parents the standard rate for after school care in this instance.**
5. If no places are available at Kids Club, or the child is not registered, the class teacher will supervise the child, or make arrangements for the child to be left with a member of school staff, until the child has been collected. **School reserves the right to charge parents £10 per ½ hour or part thereof in this instance, to cover staff additional hours.**
6. If no contact has been made with parents or emergency contacts by 4.30pm, the members of staff responsible for the child will inform the headteacher (or most senior member of staff), who may contact Social Services to inform them of an abandoned child.
7. Incidents of non-collection will be recorded in the school incident log. Repeated incidents of non-collection will be reported as a Safeguarding concern.

A separate Abandoned Child Policy is in place for All Saints' Kids Club.



## All Saints' C of E First School

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Dear Parents,

The vast majority of parents make arrangements to collect their children promptly at the end of the school day, or have their children collected by Kids Club.

On occasion, parents will have difficulty with traffic, or unforeseen circumstances. This is entirely understandable. If you are running late because of unforeseen circumstances, please ring school to let us know, so that we do not try to ring emergency contact numbers.

It is of concern, however, that a small minority of children are not being collected promptly at the end of the school day *on a regular basis*. For this reason, we have updated our Abandoned Child Policy.

Parents should therefore be aware of our abandoned child policy, which is included on the reverse of this letter for your information. Please note that a charge will be made when children are not collected, as explained in the policy.

In extreme circumstances, school will follow our abandoned child policy when children are not collected on time on a regular basis, or who are left in school without contact being able to be made with parents or emergency contacts.

We thank you for your understanding.

Regards,

Mrs E Allbutt  
Headteacher