



LANDAU
FORTE
ACADEMY
MOORHEAD

Policy Name	Uncollected Children
Policy Number	POL001
Date of Issue	March 2019
Author	H Dashfield
Reviewed by	
Date of next review	September 2020

1. Scope of the policy

This policy applies to Landau Forte Academy Moorhead.

2. Purpose of the policy

This policy is to ensure any child not collected by an authorised adult (authorised adult is a responsible person aged 16 years or over that has been put down on the contact list) that the situation can be resolved as quickly as possible to cause as little distress to the child. We will inform parents/carers of our procedures so if they are unavoidable delayed they will be aware of the procedures to be followed.

3. Policy Detail

Parents of children starting at the Academy are asked to provide specific information on their child which is kept electronically:

- Home address and telephone number of parents/carers.
- Place of work and telephone number (if applicable).
- Mobile telephone number (if applicable).
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child, i.e., child-minder, relative, neighbour.
- Information about any person who has been denied legal access to the child.
- Information about who has primary responsibility for the child.

If there are any changes to any of the above we ask that the school office are notified immediately.

When there is a change to the end of the day arrangements we ask that parents inform either the school office or the class teacher during school hours.

We inform parents that if children are not collected at the end of the day we will use the following procedure:

- Messages are checked to see if there are any changes to the end of the day arrangements.
- Parents/carers are contacted at home or work.
- If this is unsuccessful other authorised adults are contacted.
- In the meantime the child will wait under adult supervision in the reception area.
- If the child is not collected after 15 minutes (3:30pm), further attempts will be made to contact parents/carers, if by 3:45pm no contact has been made or received, First Response will be contacted and procedures will be followed according to the Child Protection Policy.

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