



Guidance for Uncollected Children

At the End of the School Day

1. Schools have a general duty to ensure that pupil's records are kept up to date. Please ensure that your contact numbers for parent/carers for use in an emergency are current.
2. Parents/carers must be informed that they should make every effort to contact the school if they are going to be delayed in collecting their child/children.
3. Schools must ensure that parents/carers are informed as a matter of routine that should a child be left at school repeatedly for an unreasonable amount of time after the school day has ended, that Children's Services may be contacted. In these circumstances Children's Services can treat the matter under Child Protection Procedures as a potential issue of abandonment/neglect.
4. In the event of a child/children being left behind at the end of the school day, schools should make every attempt to contact the parent/carer or emergency contact person who is able to collect the child.
Below are suggested details to be available.

School Contact Name
School Telephone Number
Name of Child
Date of Birth
Address
Alternative Address
Parent/Carer Name
Home Telephone Number
Emergency Contact Number
Religion
Ethnicity
Language Spoken
Special Dietary Needs
SEN/Medical Conditions/Allergy, Behaviour Difficulties
Any Previous Uncollected Incidents - Dates and Times
Referrer's Name

5. It is felt to be in the child's best interest to stay at school in familiar surroundings for as long as possible. You are asked to bear this in mind when making your call.
6. **If the child/children has not been collected by 6.00pm then school should contact the Emergency Duty Team on 0208 553 5825.**
7. The school should deliver a letter to the child/children's home after this time informing the parent/carer that the child is in the care of the Emergency Social Work Team, it should also include contact numbers.
8. The school will discuss the situation with the parent/carer the following day and notify Education Welfare Service Manager of action and details.

**It is important that these arrangements
are made known to all parents**

APPENDIX A

DRAFT LETTER TO PARENT/CARERS

Dear Parent/Carer

Re: Name of Child/Children

As a result of your child not being collected from school today, (Date) and having not been able to contact you, we have now implemented the Authority's procedure for children uncollected after school hours.

Your child is now in the care of the Local Authority 'Emergency Duty Team'.

Your point of contact will be: Emergency Duty Team
 Ley Street House
 497-499 Ley street
 Ilford
 Essex
 IG2 7QX

Tel: 0208 553 5825

Would you please contact me as soon as possible on the next school day to discuss this matter further?

WE WOULD ASK YOU TO BRING THIS LETTER AND ANOTHER FORM OF IDENTIFICATION WITH YOU WHEN YOU COLLECT YOUR CHILD/CHILDREN

Yours sincerely

Head teacher