

Federation of St. Godric's RCVA Primary School, Thornley & St.
Mary's RCVA Primary School, Wingate

Policy In Case Parents Fail To Collect Children

St. Godric's is a welcoming Christian community providing a distinctive Catholic environment. Working in partnership with parents, parish and community, all are valued for who they are. We believe that everyone is unique, gifted and loved by God. Through affirmation and challenge, all members of our school community are nurtured and encouraged to grow and develop their full potential and self worth.

Rationale

At our school, we always prioritise the health & safety of our pupils and will always ensure, to the best of our ability, that they get home safely at the end of the school day.

School Policy

Pupils always stay with their class teacher at the end of the day until the adult due to collect them is identified. If a parent fails to collect a child at the end of the school day, the following procedures will be followed:

- The teacher brings the child back into school with them.
- The office attempt to contact the child's parents to find out why they are late.
- If unsuccessful at contacting parents, the other emergency contact numbers provided by the parent will be tried until a known responsible adult can collect the child.
- If this still proves unsuccessful, we will keep the child until 4.45pm, whilst repeatedly trying the contact numbers we have been given & any other community links we know of to try to contact the parents.
- Following an after school club we will keep the child for 45 minutes after it finishes.
- If no contact has been made by that time, we will contact Social Care Direct & the Police to inform them that a child has been left at school and wait with the child until arrangements have been made for the child to be cared for.