

OUR LADY QUEEN OF PEACE R.C. PRIMARY SCHOOL



In our school we believe that each person is unique and created to flourish in God's image.

We aspire to excellence through a nurturing environment in which every child takes Jesus Christ as their model and develops their individual gifts so that they live fully and serve others.

Failure to Collect a Child Policy

If a child is not picked up at the expected time, the child is escorted to the school office by a teacher or teaching assistant. They wait there together for a period of 15 minutes, remaining calm and without causing undue panic.

After this time the parents/nominated carers will be contacted in priority as given on the data collection sheet and arrangements will be made to pick up the child without undue hesitancy.

If the parent or nominated carers cannot be contacted the child will stay with the headteacher or nominated member of staff who will continue to attempt to make contact.

At all times staff will ensure the safety of the remaining child is paramount giving due consideration to staff/child ratios.

If the child has not been picked up by the end of the working day and no contact has been made with the parent or nominated carer the police will be notified. The headteacher or nominated member of staff will remain on the school premises with the child and await advice.

If this is an ongoing issue with a family, the parent and/or designated carers will be invited to discuss resolutions with the headteacher. Should concerns continue after this, referrals will be made by the headteacher to the appropriate partner authorities.

After the incident a full written report of the incident will be recorded and copies given to all relevant parties involved.

Equality statement

- The governors and staff are committed to providing the full range of opportunities for all pupils, regardless of gender, disability, ethnicity, social, cultural or religious background. All pupils have access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice or stereotyping.
- This policy has been impact assessed by governors in order to ensure that it does not have an adverse effect on race, gender or disability equality.