



# Hunsley Primary

## Uncollected Child Policy

**This policy is applicable to** Hunsley Primary  
Version 2.ii

<b>Important:</b> This document can only be considered valid when viewed on the school website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.	<b>Name and Title of Author:</b>  Lucy Hudson, Headteacher
<b>Name of Responsible Committee/Individual:</b>	Hunsley Primary Local Governing Body
<b>Implementation Date:</b>	Spring Term, 2025
<b>Review Date:</b>	Autumn Term, 2027
<b>Target Audience:</b>	All Staff, Parents, Pupils, Community Users, Key Stakeholders
<b>Related Policies and Documentation:</b>	HP Lost Child Policy  HP Child Protection and Safeguarding Policy and Procedure  HP SEND Policy

## Policy Contents

### **Policy Statement**

1. Purpose and Scope
2. Roles and Responsibilities
3. Equality, Inclusion and Diversity
4. Vision, Values and Ethos
5. Systems and Processes
6. Monitoring of Compliance with and Effectiveness of This Policy
7. Review

## **Policy Statement**

This policy outlines the principles and values underpinning the expectations of Hunsley Primary for collection of children and safeguarding of uncollected children.

### **1. Purpose and Scope**

At Hunsley Primary we will ensure that children will be offered a safe, secure and stimulating environment within which they can learn, be happy and flourish.

At the end of the school day, at 3.30pm, all children in Reception to Year 4 inclusive, are expected to be collected by a parent, carer or designated adult, pre-arranged with the school. Traffic and other unforeseen circumstances will on occasion delay individuals' arrival to school within a tolerance period of time (up to half an hour). This policy outlines the school's approach and procedure when a child remains uncollected beyond that period of tolerance.

### **2. Roles and Responsibilities**

#### **The Local Governing Body:**

- Must ensure that the school has an Uncollected Child Policy and that it is regularly reviewed every two years
- Must ensure that there is a member of the Senior Leadership Team that has specific responsibility the policy
- Must ensure that the effectiveness of the Policy is regularly monitored and that this is reported to the Hunsley Primary Local Governing Body where required (e.g. The Annual Safeguarding Report to Governors)

#### **The Headteacher:**

- Must uphold the legal and statutory requirements as set out in the Hunsley Primary Attendance Policy (Trust Policy)
- Must ensure that all children are safe and secure whilst in school (or during off-site visits) within the hours of school opening (8.50am-3.30pm).

#### **All Staff:**

- Must read and adhere to the policy
- Must ensure that, whilst in Reception, Key Stage 1, Years 3 and 4, they oversee the departure of all children to the appropriate adult at the relevant exit
- Must ensure that Year 5 and 6 pupils making their way home unaccompanied depart the school in a safe and orderly manner with permission from parents / carers to do so
- Must ensure for those pupils in Year 5 and 6 who are being collected that they are handed over to the appropriate adult as arranged
- Must ensure that communication with wraparound care providers is carried out via the main office and all information is shared via the School Administrator as soon as it is offered

**All Pupils:**

- Must adhere to the school expectations and rules, following the directions of school staff should their parents, carers or designated adult be delayed in collecting the child beyond the agreed time.

**All Parents / Carers:**

- Must ensure that an appropriate, designated adult is available to collect their EYFS-Year 4 (and Years 5/6 where relevant) child each day from school at the appropriate time and escort them safely from the school site. It is the responsibility of parents/carers to ensure that the school is notified of the designated person in charge of collecting their child and also to notify School of any changes to arrangements each time they occur.
- Must make sure they aim to collect their child at the appropriate time, leaving sufficient time to park and arrive at school
- Must alert school directly if a delay is anticipated, seeking alternative forms of collection as a first resort, before requesting the school to provide care in the parent's absence as a last resort
- Must notify the school if they give permission for their Year 5 or 6 child to walk home unaccompanied by completing the appropriate paperwork
- Should accept the terms of the wraparound provision, should the school be required to use the provider beyond the 30 minute waiting window where the child is handed over into the care of the Wraparound Provider by the school

**Other Stakeholders (e.g. Visitors)**

- Wraparound care providers must adhere to the agreed policy and procedures as part of the Agreement in place between the school and provider

**3. Equality, Inclusion and Diversity**

Hunsley Primary is committed to:

- Eliminating discrimination and promoting equality, inclusion and diversity in its policies, procedures and guidelines.
- Delivering high quality teaching and services that meet the diverse needs of its pupil population and its workforce, ensuring that no individual or group is disadvantaged.

**4. Hunsley Primary Vision, Values and Ethos****Vision: Our Commitment**

Hunsley Primary is committed to being an innovative, stimulating, forward-thinking free school that makes the most of its freedoms to impact positively on pupils' lives in the community and provide opportunities for all its children to make outstanding progress. Hunsley Primary children are capable, confident and creative thinkers and motivated, resilient, problem-solving learners.

## **Values: Our Children**

At Hunsley Primary, we believe that every child is an individual, ready, able and eager to learn, and as such a member of the team. We are a fully inclusive school and we view every child as unique; we believe that all learning activities should be personalised and challenging to meet all pupils' needs and that every child should receive the care, guidance, nurture and robust support they need to overcome disadvantage or barriers to learning. It is our prime aim that all children make their best progress in an enabling learning environment, in the presence of their peers and the security of positive relationships with those around them. Our highly-trained expert classroom practitioners, from teachers, TAs, volunteers to associate Trust staff, ensure that all children have the chance to work, discuss and learn with professionals who are passionate about education.

By ensuring our children become responsible for directing, sustaining and reviewing their own learning, taking responsibility for critiquing their own and each other's work and for setting ambitious challenges, we aim to embed an understanding of the importance of refining work to its best point so that children feel a sense of high achievement as a result of the feedback they receive.

By maximising the benefits of our close relationship with South Hunsley School and Sixth Form College and its subject specialists, we aim to secure a continuum of learning and a depth of conceptual understanding necessary for excellent progress in all curriculum areas, leading to the highest achievement at Key Stage 2, GCSE and A Level and, in due course, access to the most aspirational HE institutions, courses and professions for all children.

## **Ethos: Our Teaching and Learning Rationale Engagement, Enjoyment, Discovery, Reflection, Achievement**

Our aim is to deliver teaching and learning which meets the needs of every single pupil in school, basing our planning on rigorous assessment and observation, mapping out challenging, supportive next steps. We plan our curriculum activities and our personalised teaching and learning approach to match the following rationale:

- Flexible, personalised timeframes for learning, based on excellent pupil-centred teaching – teachers highly conversant in the complexities and specialisms of their practice
- Real learning themes and deep-thinking investigations, which prepare our pupils for 21<sup>st</sup> Century living and engage them in learning with enjoyment and passion
- Inspirational and challenging learning activities, which have the principles of scientific enquiry and investigation ('working scientifically') at their core, generating a lifelong love of learning, enquiry and discovery and a systematic means of approaching challenging and new tasks
- A union of partnerships with cross-phase, multi-agency and multi-disciplinary expertise for planning, delivery, monitoring and review, to ensure each child has every opportunity to build successfully on their learning from 4 to 19, removing barriers to engagement and development
- Pupil resilience, independence, confidence and readiness to meet the rigours of education, through to university and beyond, and the demands of living and working in a rapidly changing technological world

- Innovative, immersive and inclusive learning resources, combining the best of expert input, outdoor, hands-on, experiential learning and digital interfaces, to give pupils every opportunity to aspire to their full potential.

## 5. Systems and Processes

**An 'uncollected child' is one whose parent, carer or designated adult is not at school at the end of the school day to collect their child safely and remove them from the school site. This definition is inclusive of collection times agreed formally for afterschool clubs and activities.**

If a child is not collected at the correct time the following actions will take place:

- If a parent/carers is delayed by traffic or other unforeseen and uncontrollable circumstances, a designated member of staff will co-ordinate the approach and a second member of staff will remain in school with the designated staff member and the child to wait for the parent/carers to arrive.
- The Headteacher will be notified. If the Headteacher is in school, they will take responsibility for the following procedures. If the Headteacher is not in school and it is not possible for the Headteacher to return, they will nominate a senior member of staff to take responsibility in their place.

NB Where the procedure below refers to 'School', this refers to the Headteacher or designated senior leader / administrator with responsibility for the actions:

- If a parent/carers is late in collecting their child, the School will attempt to contact the parent, carer or a designated adult by telephone and email (where appropriate) and leave messages for the relevant adults to receive.
- If unsuccessful, the School will try to speak to any further nominated contact person on the pupil's database by telephone or email (where appropriate) again leaving messages for the relevant adults to receive.
- If the School is unsuccessful in making contact and the child remains uncollected after 30 minutes, the child will be placed in the School's wraparound care service and the designated member of school staff will remain in school until the end of the wraparound care provision session. Under no circumstances will the child be taken from the school by any person who is not authorised to collect the child. Assurances will always be sought by School if the collecting adult is not known to the School.
- The designated member of School staff will then continue to attempt to contact all further named adults on the child's database.
- If, using all available contact numbers, the School is unsuccessful in identifying a reason for the delay in collection and a suitable contact is not available to collect the child before the end of wraparound provision (6pm), the school will contact East Riding Social Care services. Under no circumstances will the child be taken to the home of a member of staff or any other unauthorised person. Two members of staff will remain with the child – one from the wraparound care provider and one from the school and await the arrival of the social care team who will then be the designated carers for the child.

- If school has no alternative but to leave the child with the East Riding Social Care team, the School will attempt to contact parents and leave messages where possible, explaining what action has been taken.
- The School will record on CPOMS all incidents of late collection where no reason has been offered by parents, which will be further discussed with parents / carers at the earliest opportunity.

#### **6. Monitoring of compliance with and effectiveness of the policy**

The **Hunsley Primary Local Governing Body** is responsible for ensuring that this policy and procedure is implemented fairly, consistently and objectively.

#### **7. Review**

This policy will be reviewed within 2 years of the date of implementation.