



THE ROWANS SCHOOL

## Left at School Policy

This policy applies to all children in the school, including those in the EYFS.

### Aim:

In the event that a child is not collected by an authorised adult at the end of a day, the school will put into practice procedures to ensure that the child is cared for safely.

### Method:

- The child/ren will be taken to the School Office where they will be looked after by the School Secretary and the Head/Deputy Head will be informed. The parents will be called 10 minutes after the end of the school day and asked their expected time of collection.
- If by 4.15pm the child/ren have not been collected, the Head/Deputy Head will contact the parents again and find out what time they, or the person collecting their son/daughter, will be at school.
- If the child is not collected after an after school club then they should be taken to the school office and the procedures above will be put into action. (The School Secretary, the Head/Deputy Head or the duty member of staff, will contact the parents and find out what time they, or the person collecting their child, will be at school).
- If the School Secretary is unable to contact the parents, then a message will be left on the parent's numbers. Then any other adult who is authorised by the parents to collect their child from school will be contacted.
- All reasonable attempts will be made to contact the parents or nominated carers.
- The child will be cared for in the School Office.
- The Head/Deputy Head must be informed of the situation at this time.
- The child does not leave the school premises with anyone other than those authorised to collect the child.
- If no-one collects the child after two hours (after 5.00pm) and there is nobody who can be contacted, we apply the following procedures:

- We contact our Local Authority social services department, *Multi-Agency Safeguarding Hub (MASH)*, telephone number: 020 8545 4226 or 020 8545 4227 (9am – 5pm), 020 87705000 (out of hours)
- The child stays at school in the care of two fully vetted workers until safely collected either by parents or a social worker.
- The Head must be updated regularly of the situation.
- Under no circumstances are staff to take the child home with them.
- An Incident Form must be completed as fully as possible and placed in the Incident Folder and child's file.

**We undertake to look after the child safely throughout the time that s/he remains under our care.**

<b>This policy will be reviewed annually</b>
Policy reviewed: September 2016 by JH/LS
Next review: September 2017 by JH/LS