



THE WOLDS & VALE FEDERATION



Uncollected Children Policy

Introduction

The Wolds and Vale Federation has the highest regard for the safety of the children in our care – from the moment they arrive to the moment that they leave. At the end of every session, the Federation will ensure that all children are collected by a parent, carer or designated adult.

Lone Walkers

Children in Years 5 and 6 may be allowed to walk home alone. This may only happen with written permission from parents/carers.

See Appendix 1.

Uncollected Children Protocol

If for some reason a child is not collected at the end of a session, the following procedures will be activated.

- If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the Headteacher or Deputy Headteacher will be informed.
- The Headteacher is the Designated Safeguarding Lead and the Deputy Headteacher is the Deputy Designated Safeguarding Lead.
- The Headteacher or Deputy Headteacher – or a member of the Admin Team as directed by the Headteacher or the Deputy Headteacher will call the parent, carer or designated adult.
- If no contact is made with the parent/carers, staff will use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last.
- Messages will always be left on any answer phone requesting a prompt reply.
- While waiting to be collected, the child will be supervised by at least two members of staff who will offer them as much support and reassurance as is necessary.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of 30 minutes has elapsed, the Headteacher or Deputy Headteacher will call the local Social Services department for advice (MAST).
- In the event of the Social Services being called and responsibility for the child being passed to a Child Protection Agency, the Headteacher or Deputy Headteacher will attempt to leave a further telephone message with the parent/carers or designated adults' answer phone.
- A note will be left on the door of the school's entrance informing the parent, carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local Social Services department.
- Under no circumstances will a child be taken to the home of a member of staff, or away from the Federation premises unless absolutely necessary, in the course of waiting for them to be collected at the end of a session.
- The child will remain in the care of the Federation until they are collected by the parent, carer or designated adult, or alternatively placed in the care of Social Services.
- Incidents of late collection will be recorded by the Headteacher or Deputy Headteacher and discussed with parents/carers at the earliest opportunity.

Appendix 1 – Lone Walker Protocol

- A "Permission Letter for Walking Home Alone" is sent to all parents/carers of children in Year 5 and 6 at the beginning of each academic year.

- Parents/carers must complete this form and give signed consent if their child is to be allowed to walk home alone.
- Parents/carers are asked:
 - To specify which days their child is to walk home alone
 - If it is at the usual end of the day time of 3.15pm or after a club at 4.15pm
 - Reasons why they are not able to collect their child on that day
 - Arrangements in place for when their child arrives home.
- If a parent/carer wishes their child to walk home as a “one off” or to begin to walk home alone during the school year, a “Permission Letter for Walking Home Alone” must be completed.
- The completed forms are placed in Pupil Records
- The information provided by parents/carers - the days and times of a child walking home alone, the reason they are not able to collect and the arrangements for when a child arrives home – is shared with the Year 5/6 class teacher.
- If a child says they are to walk home alone and their name is not on the list for that particular day, they will not be allowed to leave school premises. A member of the class team will take the child to the office and a phone call made to their parents/carer.
- The child may be allowed to walk home alone after speaking with the parent/carer or the child may remain in school until the parent/carer can collect.
- The parent/carer will be reminded of the need to complete a “Permission Letter for Walking Home Alone” form in advance of their child walking home.
- All parents of children in Year 5 and 6 will be reminded, periodically, of the need to complete a “Permission Letter for Walking Home Alone” form in advance of their child walking home alone.



The Wolds and Vale Federation

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'One federation family, with transformation at its heart'

Permission for Child to walk home alone from school

I give permission for (Childs Name) Class.....
to walk home from school on the following days:

	Monday	Tuesday	Wednesday	Thursday	Friday
End of the School day (3.15pm)					
After the afterschool club (4.15pm) *if applicable					

Please specify the reason why you are unable to collect your child on these days:

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Please provide us with details/arrangements you have in place if you are not there when your child arrives home (e.g. they text to let you know they are home, they go to a neighbour if they do not have a key)

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Signed: Print Name: Date:

NB: You are responsible for the safety and wellbeing of your child once they have left the school premises and for letting us know if there is any change to the information provided on this form.