



ST. JOSEPH'S COLLEGE  
READING • BERKSHIRE

**Uncollected Child Policy  
Procedures to be followed by staff**

This policy relates to all sections of St Joseph's College, including the Early Years Foundation Stage.

If a child is not collected within forty minutes of the agreed collection time or within fifteen minutes of when the premises are closing, we will call the contact numbers for the parent or carers. If there is no answer, the member of staff will begin to call the emergency contact numbers for this child.

During this time, the child will be safely looked after.

If there is no response from the parents' or carers' contact numbers or the emergency contact numbers within a further half hour period, the Head, College Deputy Head (Prep) or the DSL will contact the Emergency Duty Team on 01344 786543.

The Emergency Duty Team will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police. We will make a full written report of the incident.

We undertake to look after the child safely throughout the time that he or she remains under our care, until such a time as s/he has been collected by a parent, guardian or carer, or until appropriate, alternative care arrangements have been made with Social Care and/or the Police in order to prioritise the child's safety.

The DSL will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the College child protection procedures detailed in its safeguarding policy.