

Procedure for a child not being collected on time

2012

Approved on:

Procedure for a child not being collected on time.

St Patrick's Catholic Primary School and Community Nursery is committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers share this commitment.

Should a child not be collected by the end of the day and we have not been notified of any reason for the delay we will follow the following procedure:

- After 15 minutes we will make contact with the parent to find out why they are delayed.
- If they are not available we will try to contact other nominated adults authorised to collect.
- If we have been unsuccessful in making contact with any of the authorised adults after 60 minutes, we will contact the Educational Welfare Officer for the school to discuss the escalation procedure and its implementation contacting the Duty Officer at Children's Social Care.

Created by: C Anderson

Date 20/5/2010

Approved by..... Date