



**Northern Lights**  
LEARNING TRUST

# UNCOLLECTED CHILDREN POLICY

**Review Date:** Summer 2020  
**Next review date:** Summer 2021  
**Person in charge:** CEO  
**Governance:** Chair of Trust

## **Pastoral Care/Spiritual Development**

The quality of relationships between all members of school, staff and pupils, and the relationship with parents and carers is the area that is most commonly associated with the ethos of a church school. It is expressed in the terms of sharing and caring. Jesus was clear in his instructions to the disciples on this matter.

‘Love your neighbour as yourself’ – Matthew 22:39.

‘This is my commandment: love each other’ - John 15:17.

Everyone associated with the school is made in the image of God and is to be loved. This is the commandment from which Northern Lights Learning Trust derives its policy for pastoral care.

We have a series of overlapping networks of relationships, which includes governors, staff, children, parents, church members, and members of the community which the school seeks to serve. Our pastoral work will strive to meet the significant challenge to create and maintain such networks in ways which reflect the Gospel. Those who are in leadership roles, which includes all who have a particular responsibility, ensure that by their personal example they set the highest standards expected.

It is from this premise that Christian love will pervade all aspects of life at Northern Lights Learning Trust. It will influence how we reward and teach discipline. It will affect how we value work and the achievements of pupils and staff. It will be seen in the way in which the school environment is created and cared for, in the way in which the needs of pupils, parents, and community are met, and in the way in which teaching and nonteaching staff work together effectively as a team. Pastoral care pervades all aspects of school life and therefore will be reflected in the way the school is organised and the policies are written and implemented.

**The school’s uncollected children policy is part of the school’s policies for pastoral and safeguarding.**

**Our school 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 [morning or afternoon], the school will ensure that all children are collected by a parent, carer or designated adult, in accordance with the Arrivals and Departures policy. 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 senior member of staff will be informed.
- The Headteacher or senior member of staff will call the parent, carer or designated adult, and 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. The child will be able to access the After school club provision.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and it is 5.00pm [normal school/ 6.15pm After school care], the Headteacher/senior member of staff will call the local Children services department for advice.
- In the event of Children's services being called and responsibility for the child being passed to a child protection agency, the Headteacher/senior member of staff will attempt to leave a further telephone message with the parent/carer or designated adults' answer phone. Furthermore, a note will be left on the door of the School's premises 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 Children's services department.
- Under no circumstances will a child be taken to the home of a member of staff, or away from the School's premises unless absolutely necessary, in the course of waiting for them to be collected at the end of a session. Under no circumstances will a child be left in the care of another parent.
- The child will remain in the care of the school until they are collected by the parent, carer or designated adult, or alternatively placed in the care of Children's services.
- Incidents of late collection will be recorded by the Principal/Senior member of staff and discussed with parents/carers at the earliest opportunity.

If parents and carers are persistently late from After School Care they will be informed that persistent late collection will result in the imposition of an additional cost or the loss of their child's place within the care facilities.