



St. Peter's CofE Primary Academy Mansfield

Non-Collection of a Child Policy and Procedure

Date: March 2025

Review Date: March 2026

In the unfortunate event that a parent or carer has not collected their child at the end of the school day (3:15pm for Foundation Stage 2, Key Stage 1 and Key Stage 2 and 11:30am and 3:30pm for Foundation Stage 1) the following actions will be taken:

- The child will be accompanied by the class teacher or teaching assistant to the main office area where they will remain in the care of a staff member.
- A member of the SLT will be alerted to the situation by the accompanying adult.
- A member of office staff or SLT will try to contact the parent on the home and mobile numbers provided.
- If unable to reach the parent/s, a staff member will attempt to make contact through the emergency contact numbers provided.
- If it is not possible to reach a suitable person on the authorised contact numbers, the child will attend wraparound provision for 3:35pm with a cost of £6.50. A member of staff will continue trying to reach a contact.
- Staff will not leave the premises to look for the parent or take the child home.
- In the event of failure to contact a parent or an emergency contact provided by the parent, **by 4 pm or 12:10pm for Foundation Stage 1 morning children**, The Academy will apply the procedures set out in our Child Protection Policy. We will contact:
 - Nottinghamshire County Council Multi-Agency Safeguarding Hub (MASH)
telephone: 0300 500 80 90
- It will be the decision of the duty social worker to take charge of the situation and decide what happens next.
- The member of staff who has taken charge of the situation will write a full written report of the incident as set out in our safeguarding policy. This will be recorded on CPOMs (our electronic child protection database) to the Senior Designated Person or Deputy Designated Person and be recorded and stored as confidential.
- In the event that the DP and DDP are not available, the office staff will alert them to the situation via telephone so that they can make a decision on next steps.