



Uncollected Children Protocol Covid-19 Addendum September 2020

Review Body:	Governing Body
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Approved by:	Abi Gilbert
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Uncollected Children Protocol Addendum

The Uncollected Children Protocol outlines the protocol that is used if a child is uncollected from school. This protocol remains in place during this period of response to the Covid-19 pandemic. Social distancing will be maintained when following the protocol. Wherever possible, members of staff from the child's 'bubble' will provide any support needed to the child and if not possible, dynamic risk assessments will take place in response to individual situations in line with public health guidance. These will be undertaken by members of the Senior Leadership Team.

We understand that the majority of cases of uncollected children will arise because there has been a misunderstanding between parents and carers about collection or an unexpected difficulty preventing parents and carers from reaching the school. In order to reduce the number of these incidents, we therefore ask parents to be particularly mindful of the following during this period:

- Ensure your emergency contact details are up-to-date and that you have provided the school with all possible numbers that you can be contacted on in case of emergency (work number, alternative mobile phone numbers etc.).
- Clarify arrangements with other household members regarding collection from school every day to avoid any misunderstandings or confusion.
- Ensure any arrangements that differ from the usual arrangements are communicated with your child's class teacher and teaching assistant at the start of the day.
- In case of an unexpected difficulty, contact the school immediately (even if you will only be slightly late) to inform the school of any alternative arrangements or your whereabouts. This will support the school to care for your child in the safest way possible whilst awaiting your arrival.
- Ensure emergency contacts are up-to-date and include, where appropriate, the details of the person in your support bubble.

Children being collected late from school on a regular basis presents a welfare concern to the individual child(ren).

Due to the current public health crisis, regular late collection has a direct impact on how the school is able to manage and mitigate risks for the whole school community. **It is therefore imperative that every parent/carer works with the school and collects their child on time to ensure the safety of the whole school community.**

Records will be kept of any child collected late from school and parents/carers of children who are collected late on a regular basis will be required to attend a meeting with a member of the Senior Leadership Team. Where late collection persists, the school will contact the Local Authority Education Welfare Team and Public Health Team.