

## **The St Michael Steiner School Non-Collection of a Child Policy and Procedure**

The St Michael Steiner School accepts responsibility for the children in its care, and staff will follow this procedure if a child is not collected.

If a child has not been collected within half an hour after kindergarten has closed at 12.30, and it is an Afternoon Care day, the child will be taken into Afternoon Care whilst we attempt to contact parents or carers. If it is on a non-afternoon care day, the child will be cared for by members of the Early Years team whilst the child's teacher or Early Years administrator attempts to locate the parents. Work, home and emergency telephone numbers will be tried.

In the event that the child remains uncollected one hour after school closes at 3pm (Monday to Thursday), 12.30pm on Friday, then the Child Protection team at Hounslow Council will be contacted (see Safeguarding policy for contact details). The teacher plus one other member of staff will stay until the child has been collected. The social worker will decide if there are safeguarding issues to investigate. A child would only be taken into care in dire circumstances and this event would be highly unlikely.

We will do everything we can to keep the child with us until the parent or carer can be found.

*Reviewed and updated August 2016*