

# Red Marsh Procedure

## The Failure to Collect a Child

This policy is in place to clearly state what would happen should a parent fail to collect a child at the appropriate time.

If a child is not collected at the end of a session, and we have not been informed that the parent is going to be late, we will make every effort to contact the child's parent or guardian first, we will then try all contact numbers given on the child's information/registration sheet.

If we are unable to contact anyone to collect the child within half an hour then Social Services will be notified of a non-collection and the matter will be handed over to their care.

It is a statutory requirement for us to contact the Social Services Department if a child is not collected at the appropriate time.

In the event that a parent is unable to collect their child, alternative arrangements must be made by the parent.

We must be informed by parent/ carers if someone else is collecting the child.

We will not let other parents take children out of school without prior written or verbal consent from the child's own registered parent/carer.

If we are in any doubt we will contact the parent/ carer.

Once a child has been picked up by school transport the Lancashire transport policies will be followed.