

## ST JOSEPH'S PARK HILL SCHOOL

ST. JOSEPH'S PARK HILL



SINE FINIBUS

### **PROCEDURE FOR: CHILD NOT COLLECTED (INCLUDING EYFS)**

If a child is not collected by 3.40pm the following procedure is to be carried out.

1. Staff must take the child to the After-School Club
2. If a child is not expecting to be at After-School Club and school has received no communication from parents / carers by 3.45pm, then staff will ring contact numbers in the contact file.
3. If a child is not collected by 5.30pm then emergency numbers will be contacted.
4. If the child has not been collected and the emergency numbers have not been answered by 6.00pm then advice will be sought from CSC (Children's Social Care) by ringing the number below:

Children's Social Care: **0300 1236720 (8.00am – 8.00pm)**

Out of hours Emergency Duty Team: **0300 1236722 (8.00pm – 8.00am)**

Burnley Social Services Office  
Adults and Children's Services  
Chaddesley House  
Manchester Rd  
Burnley  
BB11 1HW  
Tel: 01282 425961 (8.45am – 5.00pm)

Procedure reviewed: September 2023