

ST JOSEPH'S PARK HILL SCHOOL

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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. If no contact is made, then staff will continue to ring the telephone numbers for parents listed in the contact file until 5.30pm.
3. If a child is not collected by 5.30pm then **emergency numbers** on the contact form 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 numbers below. Staff will also contact the Headteacher (DSL).

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
Tel: 01282 425961 (9am – 5.00pm)

Procedure reviewed: September 2024