

South Otterington Church of England V.C. Primary School



Failure to Collect a Child Policy

Revision
Spring 2015

South Otterington Church of England Primary School

Failure to Collect a Child Policy

In the event of a parent/guardian/designated person failing to collect a child, every effort will be made by the teacher, Headteacher and/or administrative assistant to contact that person as soon as possible. If none of these people can be contacted then the emergency contact will be sought. If all attempts to contact designated persons fail, then the above will inform the local authority of the situation and decide what happens next, and whether the police need to be involved, in helping to trace the parent/guardian of the child. If the parent/guardian or other designated person cannot be found, the duty social worker can arrange for the child to be placed temporarily with foster parents until the situation is resolved.