



Child Not Collected by Adult Procedure

1. Child to remain with staff by the reception until 3.25pm.
2. Child to remain with staff and go to main school office.
3. Check if any message has been received regarding lateness.
4. Do not allow child to go with any other adult/parent unless previously informed by the parent or verbal agreement is given by the parent/carer.
5. Do not allow child to leave if collected by a relative under 16 - unless permission given by parent.
6. Phone parental contact numbers to establish where parent/carer is.
7. 3.45pm - inform member of senior management for further advice.
8. Stay with child or place in care of another teacher until parent collects.