

Uncollected Children Policy.

Aim.

1. To ensure the safety of children who remain uncollected after school hours.
2. To outline procedures to be followed in the event of such a situation arising.

Procedure:

1. The school should be informed at all times of who, other than the parent/s or guardians, is authorised to collect a child from school. If there is any change as to who will collect the child after school, the school should be notified in advance by the parent/s or guardian.
2. It is the responsibility of the parent/s or guardian to inform the school if, for an reason, there is a problem or delay in picking up their child on time.
3. Any child left uncollected after school will be brought to the office by the supervising teacher or class teacher/S.N.A.'s/other member of staff.
4. The school will endeavour to contact the parent/guardian/contact person by phone and ask parent to collect child.
5. If a child is not collected by 3.30 p.m. the Social Services will be contacted unless the child is engaging in extra-curricular activities.
6. The Gardaí will be contacted if the Social Services is out of hours.