

St. Patrick's RCVA School



Procedure to follow if a parent/carer fails to collect a child

At the close of the day or at the end of an after school activity, all children are handed over to an elected adult in the case of infant pupils or collected by an elected adult in the case of junior pupils.

No child will be allowed to leave the premises unescorted unless written permission has been given by the parent/s.

If a parent has advised school that they will be late, the child/ren will remain in school under the supervision of staff.

If there is no elected adult to collect the child, the teacher should escort the child back into school where contact by phone will be attempted.

The child/ren will remain in school, supervised by staff and if no contact can be made via the emergency contact numbers supplied to the school the relevant authorities will be contacted.

AT LEAST TWO ADULTS WILL ON THE PREMISES AT ALL TIMES WHILE A CHILD REMAINS AT SCHOOL.

A CHILD WILL NEVER BE TAKEN HOME IN THESE CIRCUMSTANCES BY A MEMBER OF STAFF