

# Hessle Mount School

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## Late Pick Up Policy

Hessle Mount School is committed to the safety and security of the children. Therefore if a child is not collected at "home time" and there has been no contact from a parent the following action will be taken:

- The child will be placed in the School's After School Care facility by the class teacher
- The manager of After School Care will be informed of the situation without unduly worrying the child
- The class teacher will inform management (Miss Cutting or Mr Cutting) of a parent's absence at home time.
- Management will attempt to contact the child's parents using the "contact" cards
- If a parent/carer is contacted at this point and the collection of the child is arranged management will inform the After School Care manager that a parent is on their way. The parent will be warned that they must contact the school if their child is to attend After School Care

### **If the management is unable to reach a parent/carer**

- The management will continue to try to reach a parent/carer until 5.30 p.m. when the facility officially closes
- The management will then take over the care of the child while continuing to try and contact a parent/carer
- If there is no contact from the parent or carer of the child Miss Cutting will contact the local children social care team on: **396999** for advice.
- The police may at this point be informed.