

The Levett School



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Uncollected Children Policy

<i>Policy agreed by Headteacher on:</i>	17/11/2025
<i>Review date for Headteacher:</i>	17/11/2026
<i>Allocated Group/Person to Review:</i>	Rachel Kelly
<i>Agreed frequency of Review, by allocated person:</i>	Every Year
<i>Last Review date:</i>	November 2025

Melton Road, Sprotbrough, Doncaster, DN5 7SB



City of
Doncaster
Council

Uncollected Children Policy

This policy has been adopted to support the welfare and safety of the children attending The Levett School.

For the purposes of this policy, “designated adult” refers to parents, carers and any approved adults.

It is the duty of The Levett School to ensure every child is safely collected by a designated adult, at the end of the school day. We encourage all parent/carers to use their wider family and friends network to support them with transport to and from school, in case of emergencies.

- At the Levett School the majority of the pupils are returned home to their parents or carers by local authority awarded taxis.
 - a. If your child is provided with Local Authority (LA) transport, the school will assist them in using it. If their behaviour makes travelling unsafe or they refuse to board, staff will follow the strategies outlined in your child’s Personal Handling Plan (PHP) and Risk Assessment (RA) to help them regulate and prepare for travel.
 - b. Please be aware: repeated incidents of transport refusal and/or poor behaviour choice in transport, can result in a transport ban. These can range from 1 – 5 days and repeated incidents can result in a permanent ban.
 - i. When transport is lost due to behaviour choices, absences from school will not be authorised.

In the event that a child is not collected, or refuses their LA transport, the school will follow the below procedure:

- If a child is not collected by a designated adult within 20 minutes of the agreed collection time, the School Leadership Team will be informed.
- In the 1st instance, the office team will call the designated adult, along with any other emergency contact details, to ascertain the reason for delay and how long it is likely to be before the child will be collected. Messages will always be left on an answering machine (where available) asking for a prompt reply.
- If no contact is established, the child will stay with at least two members of staff who will offer them the necessary support and reassurance required.
- Continuous efforts will be made by the office to make contact with the designated adult. If by 1600 hours no contact has been made, the school will contact the Local Authority (LA) Social Services.
- In the event that responsibility of the child is then passed to LA Social Services, the leadership team will again try to contact the designated adult, leaving a recorded message where possible, explaining the action taken.
- Where Social Services cannot support with the collection of the child, the leadership team will log a case with South Yorkshire Police for support.

- Under no circumstances will a child be taken to the home of a member of staff, or allowed to leave in the care of another parent or a member of staff.
- The child will remain in the care of school until they are collected by a designated adult, Social Services or the Police.
- In the event that parents or carers who usually pick the child up are unable to do so, the parent must advise the school how to identify the new person who is to collect their child, e.g. by physical description and a pre-determined password.
- Incidents of late collection will be recorded by the safeguarding team and kept in the child's record folder.
- Continuous incidents of late collection will be discussed with parents/carers at the earliest opportunity.

This procedure will be available for parents/carers to see on the school's website, so that if they are unavoidably late they will be reassured their child is safe at school and in the care of a responsible adult.