

Fiddlers Lane

Community Primary School

Left Child Policy

Signed by the Chair of Governors	
Name: Jayne Tighe	
Signature:	Date: 25 th November 2019
Review date: December 2022	

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Left child policy

A child's class teacher (or adult responsible for the class) is to keep the child in the classroom until 10 minutes after the end of the day.

At this time the child's class teacher takes the child to the school office and arranges for the child's contacts to be phoned.

If contact is made, the child remains with the class teacher until they are collected. The only exception to this is if the teacher has a meeting which cannot be rearranged; in this case the child is left with another appropriate adult until collection.

If contact is not made, the following steps should be taken:

1. A senior member of staff should be informed.
2. The child should remain with the class teacher while further attempts at contact are made, including contacting friends of the family.
3. If by half an hour after the end of the school day no contact has been made, a senior member of staff and another member of staff will visit the child's home, while the child remains at school with their teacher.
4. If this is unsuccessful, the senior member of staff will contact Irlam Police (0161 856 5317) and the BRIDGE team. The child's class teacher must remain with the child at all times to help ease the child's anxiety.
5. If a child is not collected ten minutes after the end of a club, then all attempts at contact should be made first. If there is no response, then a home visit should be made immediately if possible. If it is not possible, then step 4 should be implemented.
6. If there are no senior members of staff on site, then telephone contact should be made if the teacher has concerns.

All actions must be logged on CPOMS.