



# St John's Catholic Primary School

## Pupils not collected on time Policy

**Pupils not collected from school at the end of the school day or school activity**

*'I have come that you may have life and have it to the full'*

*(John 10:10)*

### **MISSION STATEMENT**

**St John's Way**

**R - Respect for yourself**

**R - Respect for others**

**R - Respect for your school / environment**

**This is our child friendly Mission Statement which was devised by a group of KS2 children and adopted by all.**

**Protocol for dealing with children not collected from school at the end of the school day or school activity:**

Section 175 Education Act 2002 places a duty on Local Authorities (LAs) and Governing Bodies of schools, to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children. A similar duty is placed on proprietors of independent schools. This duty should include having arrangements for dealing with children not collected at the end of the school day, or following an authorised school activity where the Governing Body or Proprietor retains responsibility for use of the school premises.

Schools are therefore advised to have a protocol regarding this issue, which has been agreed by the agencies likely to be involved in the process, including the school itself, social care, police, and local authority education services. The protocol should be endorsed by the Local Safeguarding Children Board (LSCB) and clearly communicated to both parents or carers, and staff.

St John's Catholic Primary School recognises that it has a statutory duty to safeguard and promote the welfare of its pupils, and that this duty extends to having arrangements in place for dealing with children not collected from school at the end of the school day or school activity. This protocol explains those arrangements, which have been agreed with the Local Authority Education Services, Social Care, Police, and the Local Safeguarding Children Board (LSCB).

This protocol will be brought to the attention of parents/carers, in writing, when their child first starts at the school. The protocol is also referred to in the school's child protection policy and procedures of which staff and parents should also be made aware.

It is essential that parents provide the school with a record of their contact details i.e. names(s), address(es), home, work and mobile telephone number(s). If possible, parents should also provide the school with the contact details of at least two other relatives/carers who can be called when the parent/carer cannot be contacted or in the event of an emergency. The school will endeavour to keep this record up to date by sending home an annual (September) Emergency Contact Form reminding parents/carers of the emphasis to notify the school of any changes.

The school agrees to care for a pupil who has not been collected until such time as he/she is collected by a parent/carer, or appropriate alternative arrangements are made with social care and/or police to ensure the child's safety.

The school's designated person for child protection will keep a record of incidents where parents do not collect a child from school, are late in doing so for no good reason, or where this is a repeat occurrence. Any child welfare concerns arising out

of such an incident(s) will be dealt with in accordance with the school's child protection procedures.

When a child is not collected from school, and it is considered appropriate, the Head teacher will send a letter to the parent(s)/carer(s) notifying them of the arrangements that were made to care for the child.

### **Procedure**

In the event that a child is not collected by a parent or carer, this will be brought to the attention of the Headteacher or person with designated responsibility. The Head teacher or person with designated responsibility will then make every effort to contact the parent or carer or named alternative carer.

In the unlikely event that the child is in immediate need of protection, the police, who have emergency protection powers, will be contacted (see appendix C for contact details).

If the child has not been collected by 3.45pm (or within 30 minutes of the end of a school activity) and the Headteacher or person with designated responsibility is unable to contact a parent or named carer, he/she will phone the duty social care team<sup>1</sup> for the school area, or the allocated social worker and provide the following information:

- Brief circumstances of incident
- Child's details
  - Name(s)
  - date of birth
  - address
  - gender
  - ethnicity
  - religion
  - language spoken
  - special dietary needs
  - SEN/behavioural difficulties/medical needs
- Parent/carer/alternative carer details
  - name(s)
  - address(es)
  - home/work/mobile telephone number(s)
- Any current or previous child protection concerns
- Any previous incidents of not being collected from school

The call should be confirmed in writing within 48 hours using a multi-agency referral form.

Social care will give advice and may carry out appropriate checks and make further attempts to contact the parent/carer. If there are any concerns about the welfare of the parent/carer, social care will ask the local police to visit the home address.

If an appropriate relative or carer is located, he/she will be asked to ensure that the child is collected from the school. If there is a genuine reason for the relative or carer being unable to do this, social care will liaise with school about arrangements for the child to be collected and taken to the address.

If attempts to contact a parent or appropriate carer are unsuccessful, social care will arrange for the child to be collected and taken to a place of safety e.g. a temporary foster carer or family centre. They will notify the school of the child's placement and provide contact details as appropriate.

Plans for transporting the child will depend on local arrangements which should take into account staff availability out of hours, the need for adequate insurance cover, appropriate gender balance, and any information about special needs or behavioural difficulties etc provided by the school. Where possible, two adults should be present. If there is a shortage of staff a mini cab could be used with a suitable escort. Social care for the school area will liaise with social care for the area in which the child resides if this is different. Parents will be charged for any costs incurred.

### **Regularly Transported Children**

Where arrangements are in place for a child to be escorted home from school, and there is no response at the home address or the allotted drop off point, the driver will immediately inform the Passenger Transport Unit. All Contracted children will automatically be kept on the vehicle until the journey has finished and then the Operator will return once again to see if a suitable adult is waiting for them at their home or allotted drop off point. At the home address the driver will leave a proforma with the school's contact details for information. If there is still no one waiting for the child, then the driver will be advised by The Passenger Transport Unit to return the child to the School/Social Care (depending on the timing). In the meantime, the school will liaise with social care for the area in which the child resides, in the event that the parent or carer continues to be unobtainable.

### **Major Incidents**

If an incident occurs which results in a large number of children not being collected, social care will be contacted at the earliest opportunity, because it may be necessary to accommodate the children at a single location until an appropriate carer is located. If the nature of the incident is considered serious, the arrangements for collecting and caring for the children, including overnight placements, will form part of the Authority's emergency plan.

The person responsible for this Policy is Paula Cooneyhan

Date of review: March 2018

Date of next review: February 2019