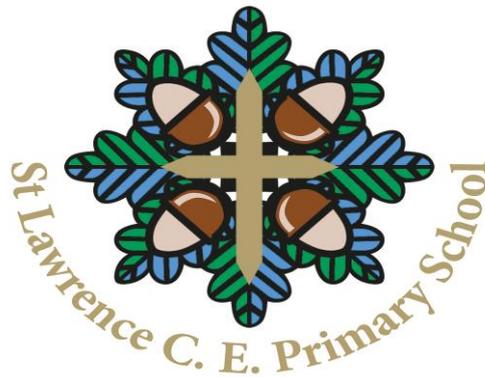


# St Lawrence CE Primary School



## Protocol for dealing with children not collected

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Ref : STLAW.007  
Version 3.0

**Revised: May 2019**

**Consultation with staff and Governors**

**and adoption of policy: Summer Term 2019**

**Review date: Spring Term 2022**

## **1. Introduction**

St Lawrence C.E 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 reminding parents of the need 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 of School will send a letter to the parent(s)/carer(s) notifying them of the arrangements that were made to care for the child. An example of this letter can be found at appendix A.

## 2. Procedure

In the event that a child is not collected by a parent or carer, this will be brought to the attention of the Head of School or person with designated responsibility. The Head of School 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 B for contact details).

If the child has not been collected by 4.30pm (or within 30 minutes of the end of the school activity) and the Head teacher 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 (see appendix B for contact details), 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.

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<sup>1</sup> Or the emergency duty social worker if out of normal office hours

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.

### **3. 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 Borough/Authority's emergency plan.

**APPENDIX A**

Dear Parent/Carer's name

Re: Child(ren)'s name(s)

On Day/Date

were not collected from school at the end of the school day, and we were unable to contact you or your named carer(s). As a result, in order to safeguard and promote the welfare of your child(ren), we implemented the procedure for dealing with children not collected at the end of the school day or school activity.

This procedure, which has been agreed by the school, local authority education services, social care, police and the Local Safeguarding Children Board, involved us contacting social care in order that arrangements could be made for your child to be taken to a safe place. I am sure that you will appreciate the importance of providing for your child in these circumstances.

I hope that the reasons for your child not being collected are not serious, but would you please contact me as soon as possible to discuss this matter further.

You can also contact social care on ..... for further information about the action taken.

Yours sincerely

Head of School

**APPENDIX B**

CONTACT TELEPHONE NUMBERS

School	Tel 01952 387780
Head of school	Mrs Alison Moore
Designated person	Mrs Alison Moore
Education Welfare Services	Tel.....
Social Care Referral and Assessment Team	Tel.....
Emergency Duty Social Worker	Tel.....
Police	Tel.....

### Approval Information - Governors

Position	Chair of Governors/Parent Governor
Name	Mr Paul Evans
Signature	
Date	

Position	LA Governor
Name	Mrs Helen Ashby
Signature	
Date	

Position	Foundation Governor
Name	Rev H Morby
Signature	
Date	

Position	Foundation Governor
Name	Mrs P Jones
Signature	
Date	

Position	Co-opted Governor
Name	Mrs Alison Moore
Signature	
Date	

Position	Co-opted Governor
Name	Mrs Rachel Voiculescu
Signature	
Date	

Position	Staff Governor
Name	Mr Laith Al-Asmar
Signature	
Date	

### Approval Information - School

Position	Executive Head Teacher
Name	Miss Helen Osterfield
Signature	
Date	

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Position	Head of School / Class 1 Teacher
Name	Mrs Alison Moore
Signature	
Date	

Position	Class 2 Teacher
Name	Mr Laith Al-Asmar
Signature	
Date	

Position	Class 3 Teacher
Name	Mrs Claire Standish
Signature	
Date	

Position	Class 1 & 3 Teacher
Name	Mrs Emily Barker
Signature	
Date	

Position	School Business Manager
Name	Mrs Amanda Care
Signature	
Date	

Position	School Administrator
Name	Mrs Michelle Stevens
Signature	
Date	

Position	HLTA
Name	Mrs Kerry Tudor
Signature	
Date	

Position	Cover Supervisor/Lunchtime Supervisor
Name	Mrs Tracey Jenkins
Signature	
Date	

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Position	Cover Supervisor/Lunchtime Supervisor
Name	Mrs Caroline Sankey
Signature	
Date	

Position	Cover Supervisor/Lunchtime Supervisor
Name	Mrs Heather Kynaston
Signature	
Date	

Position	Teaching Assistant
Name	Mrs Anita Pollard
Signature	
Date	