

Children Not Collected Policy

Brierley CE (VC) Primary School

Our Vision

Though we are many, we are one body. Together, we learn and grow.
God is at the heart of all we do, shining His light to guide us on our journey. Together, we face change and transformation with courage.
In love, we nurture all to be resilient, hopeful and aspirational; to become the very best version of ourselves, knowing that we are loved.
Each member of our school community is honoured and celebrated for their unique character and qualities: difference is met with dignity and compassion. Though we are many, we are one body.
Our community at Brierley stretches beyond the school, where we share God's message of love through our actions, our thoughts and our words as we continue on life's path.

Policy Statement

Section 175 Education Act 2002 places a duty on Local Education Authorities1 (LEAs) 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 if appropriate e.g. education welfare. The protocol should be endorsed by the Local Safeguarding Children Board (LSCB) and clearly communicated to both parents or carers, and staff.

This policy outlines the procedures for dealing with children not collected from school at the end of the day for Brierley CE Primary School.
The 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.
This is referred to in the school's Safeguarding Policy of which staff and parents should also be made aware.

Introduction

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 teacher 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.

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 teacher 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 contacts. During this period the school's Attendance Officer may be able to offer support/assistance.
In the unlikely event that the child is in immediate need of protection, the police, who have emergency protection powers, will be contacted.

If the child has not been collected by 4.30pm (or within 30 minutes of the end of the school activity if later) and the Head teacher or person with designated responsibility is unable to contact a parent or named carer, he/she will inform Social Care 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 'confirmation of referral' form.

Social care will give advice and may carry out appropriate checks and make further attempts to contact the parent/carer.
If an appropriate relative or carer is located, he/she will be asked to ensure that the child is collected from the school.

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.

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 or Crisis response.

October 2022

APPENDIX A

Dear …… Parent/Carer's name

Re: ……. Child(ren)'s name(s)

On …… …….. Child(ren)'s name(s)

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 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.

Yours sincerely

Head teacher