

**ST ANDREW'S CE  
PRIMARY SCHOOL & NURSERY**

**POLICY FOR  
CHILDREN NOT COLLECTED  
FROM SCHOOL**



**St. Andrew's**  
C.E. Primary School

**2018**

St Andrew's CE 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.

The school will ensure that before a child starts school details of the child i.e. date of birth, address, address of both parents, and their contact details, who has parental responsibility for the child etc. are obtained. It is also important that details of the child's emergency contacts are sought. Parents are reminded, on a regular basis, to inform the school of changes to any of these details. This policy and protocol will also be shared with parents upon induction to the school.

All KS2 teaching staff should know which of their children have been given consent by their parents/ carers to walk home alone. KS1 children are not allowed to leave school unless accompanied by an identified adult or as instructed by a parent.

This policy should be followed on those occasions where a child has not been collected from school at the end of the day and it has not proved possible to contact the parent(s)/carer(s) or the emergency contact person for the child. These situations are time consuming for the school and can be upsetting for the child, but in the majority of cases the child is collected albeit late from school.

There may be occasions when parents/carers fail to collect a child due to an accident, illness or other emergency which will result in the child not being able to go home at the end of the day. On these occasions, it is important that a protocol is available which will enable the child to be looked after in a safe and welcoming environment.

The guiding principle in dealing with any situation in which a child is not collected from school must be to minimise distress to the child and for him or her to remain in familiar surroundings and/or with familiar people for as long as possible.

If a child has not been collected, the school should make every possible attempt to contact the parent(s)/carer(s). The child may well be able to indicate if something out of the ordinary has happened at home (e.g. parental illness or absence). On some occasions another parent may offer to take a child home with them. Schools will never release a child into the care of another adult without the consent of the parent(s)/ carer(s). Neither will members of staff take, or drive, children to their home or to the home of the child(ren) unless in exceptional circumstance this is agreed with parents or other statutory partners (i.e. social care/ police). Plans for transporting the child will be dependent upon staff availability out of hours and will take into consideration, the need for adequate insurance cover, appropriate gender balance, and any information about special needs or behavioural difficulties. Where possible, two adults should be present.

If the school cannot contact anyone, they will make every effort to reassure the child and keep him/her in a friendly and familiar place until an identified person arrives. If no one has arrived after one hour following the school closing time (3.30pm) and no contact has been made, the school will contact the Local Authority's Children's Social Care Team.

The Teaching Assistant on duty 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. If parents repeatedly do not collect children a letter will be sent expressing concerns. Any safeguarding/ welfare concerns arising out of such an incident(s) will be dealt with in accordance with the school's safeguarding procedures.

Children not collected from school are the overall responsibility of the Head Teacher, Deputy Head, Leadership Team and safeguarding lead.

### **PROCEDURE FOR CHILDREN NOT COLLECTED AT THE END OF THE DAY**

↓  
Child not collected at 3.30pm.

↓  
Children remain with the class teacher at the collection point until 3.35/3.40pm.

↓  
Still no collection,  
teacher to escort child to the sunshine area and notify office staff.  
Office staff to contact parent, children supervised by Teaching Assistants  
in the sunshine area from 3.35pm until 3.45pm

↓  
No contact made by 3.45pm.  
All emergency contacts listed on SIMS to be called.

↓  
No contact made by 3.50pm : Safeguarding leads/ HT/DHT/LT informed.  
HT/DH/LT to take over supervision of children and placed in after school club\*.  
Information gathered as to status of children (i.e. LAC, CIN, CP, not known to services etc).

↓  
4.30pm: Still no contact from parents: Social care to be contacted for advice/ support.  
*HT/DHT/LT to remain in school until child is collected by a parent, relative, emergency contact or social care workers.*  
*If the child is taken into the care of Social Care, they will take the responsibility for tracing the parent(s)/carer(s) and feeding back to school the outcomes of the situation.*

↓  
**Childrens Social Care: 0300 303 0440**

**Request either allocated social worker for family or duty social care team**  
**When calling children's social care, have available child's name, date of birth, parent name/s and address**

*After school club will be charged at the current rate\**