



# BARDSEY PRIMARY SCHOOL

## Child Not Collected from School Policy

Date ratified by Full GB:	February 2013
Member of Staff with responsibility:	HT/CP Coordinator
Reviewed and amended:	Nov 2016
Review date:	Nov 2018
Signed: <i>E J Ambrose</i>	Chair of Governors

Section 175 Education Act 2002 places a duty on Local Education Authorities<sup>1</sup> (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.

The following protocol has been adapted to meet local circumstances. It draws from existing protocols used by a number of authorities. An example of an information leaflet for parents and carers is also available.

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<sup>1</sup> Also applies to local authority education services  
This policy adapted from the LEA suggested protocol

## Policy for dealing with children not collected from school at the end of the school day or school activity.

### Introduction

Bardsey 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/carers provide the school with a record of their contact details i.e. names(s), address(es), home, work and mobile telephone number(s) at the beginning of the academic year. 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. Should any of these details change, parents/carers should inform the school immediately. The school will endeavour to keep this record up to date by reminding parents periodically 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.

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. (Appendix A)

### Procedure

In the event that a child is not collected by a parent or carer at the end of the school day or school activity, the adult in charge of the class/group will then make every effort to contact the parent or carer or named alternative contacts.

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 the child has not been collected by 4:30pm (or within 30 minutes of the end of the school activity if later) and the person in charge or designated staff member has been unable to contact a parent or named carer, he/she will inform Social Care by completing a common request for service/referral form and then following the procedures recommended on the Children Leeds flowchart displayed around school. They will be required to 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

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.

During this period the school's Attendance Strategy 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 (see appendix C for contact details).

Once the initial situation has been dealt with, Social Care will make a decision within 24 hours of the next steps to be taken and they will inform 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. Social care for the school area will liaise with social care for the area in which the child resides if this is different.

### 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, the driver will immediately inform the school. If other children have to be taken home, the child will remain in the vehicle whilst this is done. The driver will leave a pro-forma at the child's address with the school's contact details. Unless directed otherwise, the driver will then return the child to the school. 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 or Crisis response.

### Recording

Staff should ensure that any incident of a child not been collected is reported to one of the designated Child Protection members of staff. 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.

Records of children been collected late should include the following:

- Name of child
- Successful or unsuccessful contact with parents
- What time the child was collected.

Should a call to Social Care have been necessary then these details will be included in the referral form to be completed. The referral form must be sent to the screening team at the contact centre within 48 hours.

Letter of confirmation to be sent to parents of procedure taken when their child is not collected from the end of the school day/activity

**Appendix A**

Dear

Re:

On

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 0113 3984702 for further information about the action taken.

Yours sincerely

Mrs Sally Clark  
Head teacher

## APPENDIX B

### CONTACT TELEPHONE NUMBERS

School – Bardsey Primary School	Tel – 01937 572612
Head teacher – Mrs Sally Clark	Tel – 01937 572612 Mob - 07753697075
Designated persons – Mrs Sally Clark Mrs Diane Hedley Mrs Gillian Paraskos	Tel – 01937 572612
CSWS (Children’s Social Work Services) Duty and Advice	Tel - 0113 3760336
Education and Early Years Safeguarding Team	Tel – 0113 3951211
Police- Wetherby	Tel – 0113 2855374
Targeted Services Attendance Officer – Mr John Wheelhouse	Tel – 01937 842144 Mob – 07889 357349

These details correct November 2016