



BEMBRIDGE CE PRIMARY

PROTOCOL FOR DEALING WITH CHILDREN NOT COLLECTED AT THE END OF A SCHOOL DAY/ACTIVITY

Under Section 175 of the Education Act 2002, Local Authorities and schools have a duty to safeguard and promote the welfare of children. This duty includes making arrangements to deal with children not collected at the end of a school day or activity.

On entry to school parents supply both parental contacts and in addition, emergency contacts if parents are unavailable. If there are any changes to contact details it is the duty of parent/carers to inform the school.

The schools designated person for Child Protection will keep a list of all incidences when children have late collection from school with reasons given. If there are concerns about a child's care, wellbeing or safety this will be reported and dealt with following the Child Protection Policy.

OUR PROCEDURES

- If a child is not collected the teacher/ office staff will phone parents and if there is no reply, emergency contacts. Messages will be left in the event no one can be contacted.
- In the case of a child not being collected and receiving no contact within 30 minutes of the normal collection time, Staff will inform the Child Protection Officer in school (Mrs Baker), or in her absence, the deputy (Mrs Grocock) or Key Stage Leader (Mrs Stapeley) and they will take responsibility for the child.
- After 30 minutes, if no contact has been made, the school will ring Children's Services and give details to the duty social worker. This will give the Social Care Team time to make arrangements for the alternative care of the child if needed.
- Social Care will give appropriate advice and undertake checks and school will continue trying to contact parents/emergency contacts.
- If the child remains uncollected after an hour Children's Services will be contacted again and Social Care will be responsible for organising a place of safety for the child. A member of school senior management will remain with the child until collection.