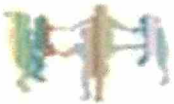
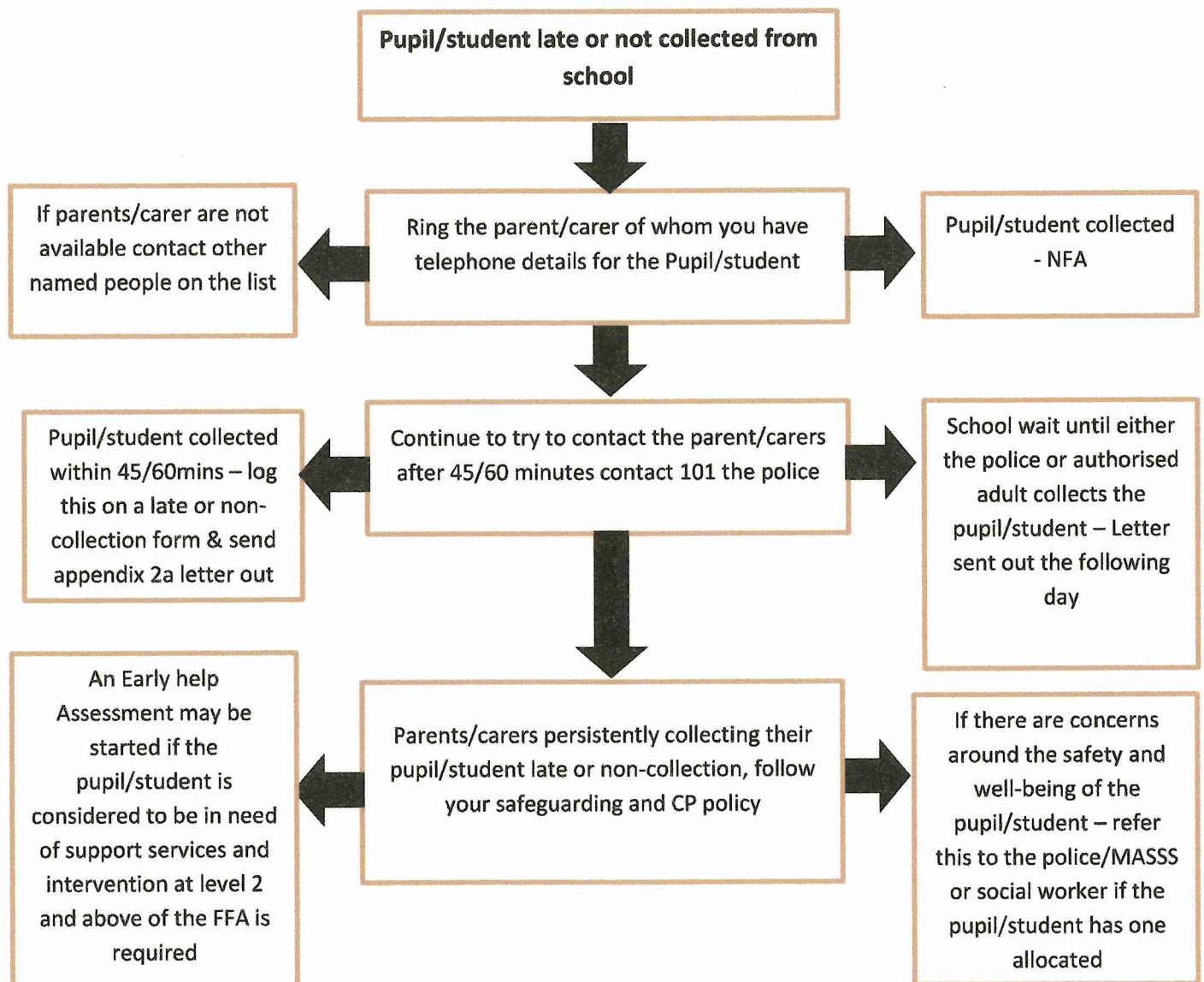


Safeguarding in Education Team Bolton Safeguarding Children



Appendix 1



PLEASE NOTE – Check your contact details for the parent/carer are up to date and correct, if the parent/carer changes these, ask them to notify you as soon as possible.

IMPORTANT - A Social Worker can **NOT** remove a child from School premises without the permission of a parent/ carer, someone with PR or via a Police Protection Order (This does not apply to a Looked After Child). Following a PPO the Police & Emergency Duty Social Worker will consider options for the child.

Appendix 2a

Sample letter for use when a child is collected late from school

SCHOOL NAME SCHOOL LOGO

Dear [parent/carer],

As you are aware, [child] was collected late from school on [date]. I would like to remind you that, in order to keep your child/ren safe, the school is obliged to implement its Late Collection Procedure for children who are not collected on time. If you are regularly late to collect your child, fail to collect your child within 45 minutes, or fail to make suitable alternative collection arrangements this may lead to school contacting the Police. If this matter is persistent and school assess this to be having an impact on your child's safety and wellbeing, our school will have no alternative than to follow our Child Protection & Safeguarding policy and contact Children services department for advice on this matter.

Please do speak to either myself or your child's teacher if you are currently experiencing difficulties in collecting your child, or if you would like to discuss this further.

Yours sincerely,

Appendix 2b

Sample letter for use when alternative transport arrangements have been made with verbal consent only

SCHOOL NAME SCHOOL LOGO

Dear [parent/carer],

This letter is to document that as you were not able to collect [Child] from school on [date], you gave your consent via telephone for [Name] to take [him/her] home. This was noted at the time and this arrangement was carried out in order to keep your child/ren safe. Please do speak to either myself or your child's teacher if you are currently experiencing difficulties in collecting your child, or if you would like to discuss this further.

Yours sincerely,

Appendix 3

Sample letter for use when child is not collected from school

SCHOOL NAME SCHOOL LOGO

Dear [Parent/Carer],

[Child's name] was not collected from school on [day / date] and we were unable to contact you or the emergency contact(s). In circumstances where children are not collected at the end of the school day or school activity, the school is obliged to work within local procedures for keeping children safe and this resulted in the school contacting Police, if non collections of your child is persistent without a reasonable explanation, the school will assess each occasion, if this appears to be having an impact on your child's safety and wellbeing, the school will have no alternative than to report this matter to Children's services.

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

Yours sincerely,

Safeguarding in Education Team **Bolton Safeguarding Children**

Appendix 4

Late Collection Log

| Late Collection Log | |
|--|---------------------------|
| <p>For use by Designated Safeguarding Lead/Deputy every time a parent/carer is more than 45 minutes late to collect a child at the end of the school day / session / activity.</p> <p>This log should be held on the child's safeguarding file and audited for repeated patterns of late/non collection, which may indicate an underlying problem.</p> | |
| Date: | Class: |
| Name of child: | Name of teacher: |
| Reason given for late/no collection: | |
| | |
| External agencies contacted? | Arrangements made: |
| Follow up actions: | |
| Signature of DSL: | |
| | |