



HOLYCROSS
CHURCH OF ENGLAND
PRIMARY SCHOOL

POLICY NAME:	Child Not Collected from School
DATE AGREED:	February 2022
REVIEW DATE:	February 2024

Procedures for a Child Not Collected from School

Under Section 175 of the Education Act 2002, Local Authorities and Schools have a duty to safeguard and promote the welfare of children. A similar duty is placed on Independent Schools and Academies (Section 157). This duty should include making arrangements for dealing with children not collected at the end of a school day, or at the end of a school activity which is authorised by the school, and where the Governing Body or Proprietor retains responsibility for the use of school premises.

Holy Cross CofE Primary School recognises that it has a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day, or at the end of an authorised activity.

The protocol will be brought to the attention of parents when their child starts school or such time as there are any amendments.

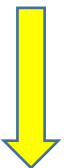
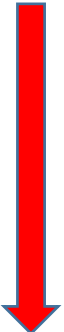
On admission of their child to the school, parents should supply:

- names and full addresses of parents/carers (and confirmation of parental responsibility)
- home and work telephone numbers
- mobile phone numbers where appropriate
- TWO emergency contacts who may be called in the event of the parents/carers being unobtainable or in the case of an emergency. This information should be updated annually or whenever circumstances change.

It is the parent's/carer's responsibility to ensure that the child is collected by a responsible person. The school must be notified immediately it becomes apparent that the person collecting the child may be late. Holy Cross CofE Primary School agrees to care for a pupil who has not been collected from school, until such a time as he/she has been collected by a parent/carer, or until appropriate, alternative care arrangements have been made with Social Care, and/or the Police, in order to maintain the child's safety. This is done in accordance with the below procedures.

A record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents will be kept. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Safeguarding and Child Protection Policy and Procedures.

CHILD NOT COLLECTED FROM SCHOOL PROCEDURES

End of School Day	
	If parent/carer does not present at school to collect the child, the child should return into the school building where he/she can be supervised by school staff. After school clubs should not be used without parental permission. Check with the school office whether the parent/carer has contacted school to advise they will be late.
+15 Minutes	
	If no contact has been received from parents/carers, school should attempt to phone parent/carer to ask them to collect the child. School should also try the emergency contacts for the child. In extreme circumstances, and with consent of the parent/carer, the child could be taken home dependant on having two suitable members of staff available and the school's health and safety / transportation regulations being met.
+ 30 Minutes	
	Continue to try and contact parent/carer and emergency contacts. School should try to identify alternative arrangements for a student in line with the parent/carer's recorded wishes.
+ 45 - 60 minutes	
	Consider contacting Children's Social Care and the Police. Advise that you have an abandoned child at your school. Have names, addresses and contacts ready. Explain what steps you have already taken to locate a responsible adult for the child. CSC and the Police may pass any useful information back to enable school to assist in locating the parent/carers. Notice of actions should be left at the home address. Child should remain in school where he/she feels safe and with staff he/she knows and trusts so there is no additional stress to the young person. In liaison with school staff, Children's Social Care should try to identify a placement with a person known to the child. If no placement can be identified, then the child may be placed in a foster placement as they have been technically abandoned. Notice of actions should be left at the home address.
+ 24 hours	
	Record of actions should be made by all agencies.

Regular late collection of a child could be an indicator of other safeguarding concerns. As a result, formal records should be kept by school of parents who arrive late to collect their child (date, times, explanations, etc.) to aid potential future contact with Children's Social Care.