



Child not collected from school procedure

Communication received from family by 3:15pm.

Child to attend After School club, alternate adult pick up etc.

No communication from family by 3:15pm.

Vulnerable Child?

No

Yes

DSL to call family using contact priority lists on Bromcom

Phone call not answered.

Child returns to building at end of day. Check for messages left with office.

15 minutes

School to call all contacts (**at least 3**) on Bromcom. If parents agree, child can be taken home by 2 members of staff and appropriate policies followed.

DSL to inform external agencies if they are involved with the family, as well as follow procedures outlined here.

30 minutes

Continue to call contact list. Consider if older siblings are suitable as a carer. A child with permission to walk home could be allowed to leave after reasonable enquires (door key, anyone at home, calls to alternative adults etc)

+ 60-90 minutes

Contact Norfolk Social Care and the police. Explain we have an abandoned child. Have contact details read, and explain steps already taken. Notice of actions to be left at home address. Child to remain in school. Liaise with social care to identify a placement for child with a known adult. If no placement can be identified, child may be placed in foster placement. Again, actions to be left at home address. CPOMs records will be completed