



## STRATFORD RURAL SCHOOLS FEDERATION

LOXLEY C OF E COMMUNITY PRIMARY SCHOOL

SNITTERFIELD PRIMARY SCHOOL

WILMCOTE C OF E PRIMARY SCHOOL

*Small schools, big ambitions...*

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

Original Version	October 2019
Adopted by the Governing Body	21/11/2019
Reviewed	December 2021
Approved by the Governing Body	17/12/2021
Reviewed	April 2024
Approved by the Governing Body	19/04/2024
Review	April 2026

## Introduction

Under Section 175 of the Education Act 2002, Local Authorities and Schools have a duty to safeguard and promote the welfare of children. Within the federation we feel that this duty includes making arrangements for dealing with children who are not collected at the end of a school day or at the end of a school activity or club.

This protocol will be brought to the attention of parents, in writing when their child starts school, and on the school website.

On admission of their child to the school or afterschool club, 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
- The emergency contact details of two people 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.

## When a child is not collected

It is the parent/carer's responsibility to ensure that the pupil is collected by a responsible person. The school must be notified immediately that it becomes apparent that the person collecting the child may be late.

The schools agree 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.

If parents/carers have not collected their child within ten minutes after the normal end of the school day, and have not rung school to advise of their lateness, the child will automatically be taken to the afterschool club and parents will be charged the full rate for each 15 minute period.

Children who are not collected at the end of a school led afterschool activity will also be taken to the afterschool club and again parents will be charged the full rate for each 15 minute period.

All parents will be reminded of this protocol via newsletters and parent mail.

## Persistent Lateness

Each school's Designated Safeguarding Lead will keep a record of incidents where:

- Parents/carers do not collect a child from school
- Parents/carers are late for no explained or acceptable reason
- There are repeated incidents.

If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Safeguarding Policy.

## Procedures

- If a child is not collected by a parent/carer after the school day or approved activity, the Head of School or DSL will be notified by the Classteacher. Every effort will then be made to contact the parent/carer and emergency contacts.
- In the case of a pupil not being collected and no contact being made **WITHIN 30 MINUTES OF THE USUAL COLLECTION TIME**, the school will ring Warwickshire Safeguarding Front Door on 01926 414144 to discuss the concerns and ask advice. This will allow the Social Care Team to be aware of the possibility that they may need to make arrangements for the alternative care of the child. For information which may need to be passed on, see Appendix A.
- Social Care Children's Team will give advice and make appropriate checks. However, school will continue to be responsible for trying to contact the parent/carer/emergency contacts and to keep Social Care updated about the situation.
- If there are any concerns about the welfare of the parent/carer, Social Care may ask the local Police to visit the home address; please note that the Police cannot themselves provide a place of safety for a child(ren).
- If attempts to contact a parent/carer are still unsuccessful, school and Social Care will jointly take responsibility for arranging for children to be transported to the Social Care team, (or other appropriate venue) who will arrange a place of safety. This is considered to be a last resort and parent/carers should do their best to ensure that this is not necessary. Social Care will notify the school of the child's placement and provide contact details as appropriate. It will be the intention to return the child to the parents/carers at the earliest opportunity.

## Appendix A

List of information which may be required by the Front Door/Social Care in the event of a child being referred due to not having been collected:

- \* Child's details: Name/date of birth/address/gender/ethnicity/religion/first language or communication needs/SEN or behavioural needs/medical needs/ dietary requirements
- \* Brief outline of incident
- \* Name, role and contact details of referrer
- \* Parent/carer/emergency contact details: name/address(es)/contact telephone numbers
- \* Any current/previous child protection concerns
- \* Any previous incidents of child not being collected

This policy will be reviewed every 2 years.