

## **PUPIL NOT COLLECTED FROM SCHOOL**

The 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 pupils who are not collected at the end of a school day, or at the end of an authorised activity for example a club, trip and sports match. The protocol will be brought to the attention of parents, in writing, when their daughter starts school.

On admission of their daughter to the school, parents 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 unreachable or in the case of an emergency

This information should be updated at least annually and parents must be told of the need to inform the School if there are changes to the details given on admission.

### **Where pupils are not collected and are not competent to go home themselves**

This includes circumstances where a parent or other person that normally collects a pupil is not safe to do so due to intoxication through alcohol or drug use. Guiding Principle: it is better that a pupil is in a place with people with whom they are familiar where this is consistent with safe care.

- Check with the pupil, where age appropriate, if they have any additional contacts they could contact and/or go to.
- The school will try to identify alternative arrangements for a pupil in line with parents'/carers' recorded wishes. Older brothers and sisters can be acceptable carers depending on their competence.
- An older child who expects to be collected on a particular day but often goes home independently can, after reasonable enquiries (is there anyone at home, phone call to alternative adult), be permitted to make their own way home. They should inform the school by phone on their safe arrival home.

### **At the end of the school day**

- If a parent or carer is not present the pupil should remain in the school building where they can be supervised. Pupils should not attend after school clubs or wrap around care without parental permission.

### **+ 15 minutes**

- Check with the School Office whether a parent has made contact. Try the emergency contacts and ask them to collect the pupil. The pupil may be taken home but the school will need agreement from the parent/carers as well as a senior member of staff (JS SMT

or SS SLT) and compliance with health and safety regulations.

#### **+ 30 minutes**

- Check with the pupil, where age appropriate, if they have any additional contacts with whom they could go. The school should try to identify an alternative arrangement for a pupil in line with the parents/carers recorded wishes. Older brothers and sisters can be acceptable carers depending on their competence. An older pupil who expects to be collected on a particular day but often goes home independently can, after reasonable enquiries (is there anyone at home, phone call to alternative adult), be permitted to make their way home.
- A message should be left at the home address and/or on the contact numbers setting out the school's actions.

#### **+ 45 minutes**

- Should the responsible adult arrive during this period, seek an explanation for the delay. Depending on the explanation, a referral to social care should be discussed with them. Children should not be released to persons who are not competent because of alcohol or drugs. An immediate referral to the Police and Children's Social Care (CSC) is indicated.
- If, after 45 minutes, it has not been possible to contact parents/carers or emergency contacts then the local Police could be informed of the situation. The Head of the Junior School or Deputy Head in the Senior School could also contact the Referral Team of the local Social Services Office to inform them of a possible problem.
- Inform the Police and Children's Social Care Team that you have an abandoned child at your school. Have names, addresses and contacts ready. CSC and the police will pass any useful information back to assist the school to locate parents/carers.
- The Children's Social Care Team, in liaison with School staff, will try to identify a placement with a person known to the child. If no placement can be identified, then the Social Worker and school staff member will place the child in a foster placement as they have been technically abandoned. Notice of actions will then be left at the family home by the Social Worker/school staff member. Police and Emergency Duty Team to be advised of the outcome.

#### **+ 24 hours**

- A record of actions should be made by all agencies. The school recording should be passed to the Designated Safeguarding Lead and Social care staff will seek to see the parents.

This policy should be read in conjunction with the Child Protection and Safeguarding Policy.

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