



Child Not Collected from School Policy

Document Control	
Title	Child Not Collected from School
Date	November 2023
Purpose	To provide guidance on the procedure for staff if a child is not collected from school
Supersedes	
Amendments	
Related Policies/Guidance	Child Protection and Safeguarding
Author	Sophie Murfin
Approved Level	IEB
Date adopted	15 th November 2023
Expires on	
Signature of Chair	
Peel Hall Primary School Ashurst Road Wythenshawe Manchester M22 5AU	
<p>Peel Hall Primary School has a number of policies which are adopted to ensure an equitable and consistent delivery of provision.</p> <p>Within our policies reference to:</p> <ul style="list-style-type: none">• Governing Body/Governors relate to the members of the Local Governing Body representing the IEB.• School includes a reference to school or academy unless otherwise stated.• Headteacher includes a reference to Headteacher, Principal or Head of School of a school.	

Peel Hall Primary School recognises that it has a statutory duty to safeguard and promote the welfare of its pupils, and that this duty extends to having arrangements in place for dealing with children not collected from school at the end of the school day or school activity.

Before a child starts school, office staff will record the address and contact details of both parents/ carers for the child along with details of the child's emergency contacts. There must be a minimum of 2 contacts provided. The adults with parental responsibility must inform the school of changes to any of these details.

All Year 5 and 6 teaching staff should know which of their children have written consent by their parents/carers to walk home alone. An identified adult must collect children in Year 4 or below from school. Anyone below the age of 16, may not collect a child from school. Only adults named on the consent form may collect a child, unless staff have been informed otherwise by the parent / carer in advance of collection at home time.

This policy should be followed on those occasions where a child has not been collected from school at the end of the day and it has not proved possible to contact the parents/ carers / emergency contact person for the child. These situations are time consuming for the school and can be upsetting for the child, but in the majority of cases the child is collected albeit late from school.

There may be occasions when parents/carers fail to collect a child due to an accident, illness or other emergency that will result in the child not being able to go home at the end of the day. On these occasions, it is important that a protocol is available which ensures the child is looked after in a safe and welcoming environment.

The guiding principle in dealing with any situation in which a child is not collected from school must be to minimise distress to the child and for them to remain in familiar surroundings and/or with familiar people for as long as possible. It is important that the child does not overhear potentially stressful conversations whilst school are trying to contact parents/carers.

Should a child or children not be collected from school, follow the procedure on the following page.

- Make all reasonable efforts to contact the parent on the contact number given. The child may well be able to indicate if something out of the ordinary has happened at home (e.g. parental illness or absence).
- Make reasonable efforts to contact the emergency contact person/number if they are unavailable
- In the event of no contact undertake a visit to the home address to try and to make contact

You should make contact immediately with Children's Social Care if you have exhausted the above options and have concerns the child may have been abandoned or:

- You have visited the home address and parents are unavailable or you have concerns about their ability to provide safe adequate care for the child/children and have concerns they may be at immediate risk of harm

On some occasions, another parent may offer to take a child home with them. School will not release a child into the care of another adult without the consent of the parents/carers. Members of staff will not take, or drive, a child to their home or to the home of the child unless, in exceptional circumstance, this is agreed with parents or other statutory partners (i.e. social care/ police).

Plans for transporting the child will be dependent upon staff availability out of hours and will take into consideration the need for adequate insurance cover, appropriate gender balance, and any information about special needs or behavioural difficulties. Where possible, two adults should be present.

If the school cannot contact anyone, they will make every effort to reassure the child and keep them in a friendly and familiar place until an identified person arrives. If no one has arrived after one hour following the school closing time and no contact has been made, the school will contact the Local Authority's Children's Social Care Team / Police.

The school's designated/ deputy designated safeguarding lead for child protection will keep a record of incidents where parents do not collect a child from school, are late in doing so, (for no good reason) or where this is a repeat occurrence. Any safeguarding/ welfare concerns arising out of such an incident will be dealt with in accordance with the school's safeguarding procedures.

PROCEDURE FOR CHILDREN NOT COLLECTED AT THE END OF THE DAY

1. Child not collected at 3:15pm. Children remain with class teacher until 3:25pm. Still no collection, teacher to escort child to the office area and notify office staff.
2. Office staff to contact parent/carer and then emergency contacts if necessary. Child supervised by school staff until 3:40pm.
3. No contact made by 3:40pm: Safeguarding leads and Headteacher informed.
4. Office staff continue to try and make contact with parents/carers or emergency contacts.
5. Still no contact from parents at 4:00pm, DSL (accompanied by another member of staff) to make a home visit.
6. 4:15pm – no response at the home visit and still no contact from parents/carers, Social Care / Police (111) contacted for advice/ support.

DSL/ DDSL to remain in school until child is collected by either parent, emergency contact or social care workers. If the child is taken into the care of Social Care, they will take the responsibility for tracing the parents / carers and feeding back to school the outcomes of the situation.

Children's Social Care: 0161 205 7321

Request either allocated social worker for family or Duty social care team

When calling children's social care, have available child's name, date of birth, parent name/s and address.

Children not collected from school are the overall responsibility of the Headteacher and any other safeguarding lead.