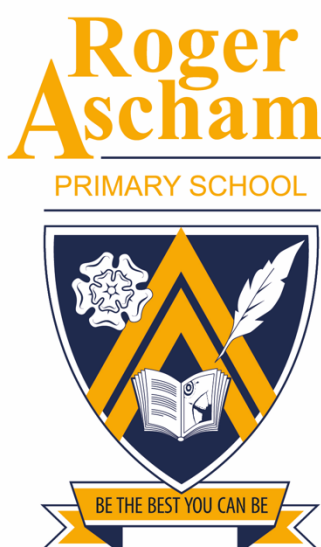


Protocol for Pupils Not Collected from School on Time

Roger Ascham Primary School



Approved by:	The Headteacher	Date: September 2021
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Last reviewed on:	March 2024
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Next review due by:	March 2026
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Protocol for dealing with children not collected from school at the end of the school day/activity

Roger Ascham 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, in writing, when their child starts school.

On admission of their child to the school/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.

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

Roger Ascham 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.

If parents/carers have not collected their child/children fifteen minutes after the end of the school day, and have not rung school to advise of their lateness the child will automatically be taken into the afterschool club and parents will be charged the full afternoon rate. If a parent rings to say they are going to be late, they will be given an extra ten minutes in which to collect their child. If a parent still hasn't collected after this time the child will be taken to afterschool club and the parent will be charged.

Children who haven't been collected within fifteen minutes of the end of an afterschool activity will also be taken to the afterschool club and again parents will be charged the full afternoon rate.

All parents will be reminded of this protocol via newsletters and the school website.

The School's Designated Person for Child Protection/Safeguarding will keep 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. If any concerns about the child's safety and welfare result – and regular late collection counts as a concern - these will

be dealt with in accordance with the School's Child Protection/Safeguarding Policy and Procedures.

Our procedures:

If a child is not collected by a parent/carer after the end of the school day or approved activity, every effort will then be made to contact the parent/carer, or failing that, the emergency contact.

After 15 minutes the child will be put into After School Club and parents will be charged the full rate. Nursery children will remain in the Nursery with a member of Nursery staff.

After 30 minutes (or 15 minutes after the end of After School Club), the school will ring Social Care and explain that the child is uncollected and the parents uncontactable.

The school will continue to care for the child and try to contact the parent/carer/emergency contact and keep Social Care updated about the situation. This will continue until After School Club ends.

If any child is still uncollected at 6.15pm – the close of After School Club – then the After School Club manager will inform Social Care that the child is being taken to the nearest police station. The After School Club Manager will then order a taxi and, accompanied by an additional member of staff, take the child to the nearest police station with a photocopy of the child's contact details sheet. A notice must be left on the school gate explaining which police station the child has been taken to with the police's contact number.