



ALDERMAN JACOBS PRIMARY SCHOOL (ACADEMY TRUST)

PROTOCOL FOR DEALING WITH CHILDREN NOT COLLECTED FROM SCHOOL AT THE END OF THE SCHOOL DAY/ACTIVITY

Introduction

Parents will be made aware of the protocol, which is available on the school's website, when their child starts school.

Alderman Jacobs Primary School (Academy Trust) 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.

Legislation and Guidance

Under Section 175 of the Education Act 2002, Local Authorities and Schools have a duty to safeguard and promote the welfare of children. A similar duty is placed on Independent Schools and Academies (Section 157).

This protocol reflects the arrangements which have been agreed by Children's Social Care and the Police.

Contact Information

On admission of their child to the school, parents should supply:

- names and full addresses of parents/carers (and confirmation of parental responsibility)

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- 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 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. Alderman Jacobs School finishes at 3.10pm and the school office must be notified immediately that it becomes apparent that the person collecting the child may be late.

Alderman Jacobs Primary School (Academy Trust) 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.

The Designated Safeguarding Lead in school 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. In these circumstances, children who are collected late will be taken to the Out of School club and a charge will be made for the use of this facility. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Safeguarding and Child Protection Policy and Procedures.

In situations where the Head Teacher considers it appropriate, a letter will be sent to the parent/carer notifying them of the arrangements put into place for their child. An example is shown in Appendix A.

Procedures

- If a child is not collected by a parent/carer after the school day or approved activity, the Headteacher or Designated Person will be notified and the child will be cared for at the After School club. Every effort will then be made to contact the parent/carer, or failing that, the emergency contact.
- In the case of a pupil not being collected and no contact being made WITHIN 45 MINUTES OF THE USUAL COLLECTION TIME, the school will ring Cambridgeshire Direct Contact Centre/allocated Social Worker/Emergency Duty team to discuss the concerns and ask advice. This will allow the Social Care Unit/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 B.
- The Cambridgeshire Contact Centre should be the first point of contact. The Head Teacher, Designated Person, (or other senior member of staff should these

be unavailable), should ring **0345 045 5203** and request a discussion with the Duty Social Worker for Children's Services.

- Social Care will give advice and make appropriate checks. However school will continue to be responsible for trying to contact the parent/carer/emergency contact 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 Unit/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.
- **It should be noted that Social Care offices close at 5.20 p.m. on Monday - Thursday, and at 4.25 p.m. on Friday. Schools should contact the Emergency Duty Team after these hours, on 01733 234724.**
- Plans for transporting a child will comply with local arrangements concerning insurance, staff availability out of hours and any relevant information from the school relating to the child's special needs or behavioural difficulties. All occasions when a child or young person requires transport in an emergency situation must be recorded and reported to a senior manager and the parents.
- During office hours, Cambridgeshire Direct will ensure that the relevant Social Care Unit/Team is alerted.
- Any call which results in action being taken by Social Care/Police should be followed up by a CAF or Referral Form to Children's Social Care according to advice given to the school staff.
- These procedures also apply if a child is suspended from school.

Major Incidents

- If an incident occurs which results in a large number of children not being collected, Social Care will be contacted at the earliest opportunity, because it may be necessary to accommodate the children at a single location until appropriate arrangements can be made. If the nature of the incident is serious, it may be that the arrangements will form part of the Authority's emergency plan

Links to other policies

Safeguarding and Child Protection

Created/Updated		Ratified		Review Frequency	Next Review Date	Signed by	
By	Date	By	Date			Head	Chair
Cathy Carlisle	Spring 2023	Trustee Meeting	11 Jan 2023	3 Years	Spring 2026	<i>Cathy Carlisle</i>	<i>W. Allend</i>