

<b>Title</b>	Children not collected from School
<b>Associated Policies</b>	<ul style="list-style-type: none"> <li>Safeguarding (TPO/HS/05)</li> </ul>

REVIEWED: SEPTEMBER 2018

NEXT REVIEW: SEPTEMBER 2021

## 1. Policy Statement

1.1 On rare occasions, instances occur where children of school age are left uncollected for considerable lengths of time. These guidelines are written to help staff in school respond sensitively yet consistently to ensure the safety and welfare of such children.

## 2. Who does this policy apply to?

2.1 All pupils attending Brooke Weston Trust schools.

## 3. Who is responsible for carrying out this policy?

3.1 The Associate Principal/Principal and student care/pastoral teams at each school.

## 4. What are the principles behind this policy?

4.1 On admission to a school, parents should provide accurate information about who holds parental responsibility for their children i.e. names, addresses and telephone numbers, names and telephone numbers of 2/3 emergency contact persons and any information if anyone other than the parent/carer is to collect a child from school. As specified in the Home School Agreement, parents/carers must provide updated contact details when these are changed.

4.2 Schools will ensure that parents are provided with information about the times of the school day and the expectation regarding the delivery and collection of children.

## 5. Procedures

5.1 If any child is not collected from school 15 minutes after the end of the school day, the Principal or designated person will telephone [if possible] the parents/carers.

5.2 If there is no response, the Principal/designated person will attempt to contact those persons identified as emergency contact numbers.

5.3 If, after 30 minutes, it has not been possible to contact parents/carers or emergency contacts then the local Police should be informed of the situation. The Principal/designated person will also contact the Multi-Agency Safeguarding Hub (MASH) team or equivalent to inform them of a possible problem and follow their subsequent recommendations.

5.4 Police will liaise with Social Services and the school to make arrangements for someone to collect and care for the child. Detailed, timed records of the action taken and calls made by the Principal should be kept. Consideration should be given to subsequently notifying Social Services to investigate the circumstances under child protection or child welfare procedures/services.

## 6. Policy Review

6.1 This policy will be monitored as part of the Trust's annual internal review and reviewed on a three year cycle or as required by legislature changes.