



**THE PIGGOTT SCHOOL:
Charvil Primary**

'...to be a school which inspires and encourages the highest achievement'

Protocol for dealing with children not collected from school at the end of the school day or a school activity

Introduction

Charvil Piggott 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. This protocol explains those arrangements.

It is essential that parents provide the school with a record of their contact details i.e. names(s), address(es), home, work and mobile telephone number(s). If possible, parents should also provide the school with the contact details of at least two other relatives/carers who can be called when the parent/carer cannot be contacted or in the event of an emergency. The school will endeavour to keep this record up to date by reminding parents of the need to notify the school of any changes.

The school agrees to care for a pupil who has not been collected until such time as he/she is collected by a parent/carer, or appropriate alternative arrangements are made with their local assessment team and/or police to ensure the child's safety.

The school's designated safeguarding lead (DSL) 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 child welfare concerns arising out of such an incident(s) will be dealt with in accordance with the school's child safeguarding procedures.

Procedure

In the event that a child is not collected by a parent or carer at the expected time, this will be brought to the attention of the deputy headteacher or person with designated responsibility for safeguarding. The deputy headteacher or person with designated responsibility will then make every effort to contact the parent or carer or named alternative carer(s) as per the child's school records.

If the child has not been collected and no contact has been made with the child's parent(s) or carer(s) by 4:30pm (or within 30 minutes of the end of the school activity), the deputy headteacher or person with designated responsibility should telephone the police. The deputy headteacher or person with designated responsibility will also contact the Headteacher. If the child is known to the assessment team, contact should also be made with the child's allocated social worker or the emergency duty social worker if it is out of normal office hours.

When telephoning the Police/Assessment team, the following information should be provided:

- Brief circumstances of incident
- Child's details
 - Name(s)
 - date of birth
 - address
 - gender
 - ethnicity
 - religion
 - language spoken
 - special dietary needs
 - SEN/behavioural difficulties/medical needs
- Parent/carer/alternative carer details
- Any current or previous child protection concerns
- Any previous incidents of not being collected from school

The police/assessment team will give advice and may carry out appropriate checks and make further attempts to contact the parent/carer. If the family is known to the assessment team and there are any concerns about the welfare of the parent/carer, the assessment team will ask the local police to visit the home address.

If an appropriate relative or carer is located, he/she will be asked to ensure that the child is collected from the school.

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 etc provided by the school. Where possible, two adults should be present.

Wokingham Duty Social Worker – 0118 908 8002