



FREEMAN'S ENDOWED C.E. JUNIOR ACADEMY

Children not collected Guidance

Date adopted: Jan 2019

Reviewed: Jan 2020

Child Not Collected From School Guidance

The Governors and Staff of Freeman's Endowed C of E junior Academy recognise that the expectations within this document fall within our overarching duty to safeguard our pupils. Our school recognises its legal duty to work with other agencies to protect children from neglectful care.

This policy applies to all pupils at our school and other Northamptonshire schools

1. Introduction:

On rare occasions, instances occur where children of Primary 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. These guidelines have been developed in conjunction with colleagues in Children and Young People's Services and the Police.

2. Parental Information:

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.
- Information if anyone other than the parent/carer is to collect a child from school

This information is collected annually through the Data Checking.

At Freemans Endowed C of E Junior Academy we ensure that parents are provided with information about the times of the school day and the expectation regarding the dropping off and collection of their children.

3. Children Not Collected:

- i. If any child is not collected from school 15 minutes after the end of the school day, a member of the office will telephone [if possible] the parents/carers. They will also inform a member of the Senior Leadership Team.
- ii. If there is no response, a member of the office will attempt to contact those persons identified as emergency contact numbers.
- iii. If, after 60 minutes, it has not been possible to contact parents/carers or emergency contacts then the local Police will be informed of the situation. A member of the Senior Leadership Team will also contact the Initial Contact Team of the Children and Young People Service to inform them of a possible problem.
- iv. Police will liaise with the Initial Contact Team 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 Senior Leadership Team member will be kept. Consideration should be given to subsequently notifying Initial Contact Team to investigate the circumstances under child protection or child welfare procedures/services.
- v. A full report must be written which includes the responses of all those involved as a record of the event.