

Long Furlong Primary School

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

Introduction

Long Furlong 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, which have been agreed with the local authority education services, children and families assessment teams, police, and the Oxfordshire Safeguarding Children Board (OSCB).

This protocol will be brought to the attention of parents/carers, in writing, when their child first starts at the school. The protocol is also referred to in the school's child protection/safeguarding pupil's policy, of which staff and parents should also be made aware.

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 be informed 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 Safeguarding procedures.

In all cases, the Headteacher should discuss the incident with the parent(s)/carer(s) at the earliest opportunity to address the issues and prevent any further incidents.

If there are three or more such episodes within a six-week period, staff should consider consultation with their local assessment team.

Procedure

If a child is not collected, every effort will be made to contact the parent or carer or named alternative carer(s) as per the child's school records*. The child will remain supervised in the reception (of school) area, in the child's classroom (if teacher is able to do so) or with the headteacher. If after 15 minutes contact has not been made, then then this will be brought to the attention of the Headteacher or DSL/ DDSL (deputy DSL), if not already informed.

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 Headteacher or DSL/ DDSL should telephone the police. 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. (See **Appendix A** for contact details)

When telephoning the Police/ MASH (multi-agency safeguarding hub) , 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
 - name(s)
 - address(es)
 - home/work/mobile telephone number(s)
- 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.

If at this stage, the police cannot locate an appropriate adult to come for the child or there is a genuine reason why the relative or carer is unable to do this, the police will notify the assessment team via the Emergency Duty Team (EDT) who will arrange for the child to be taken to a place of safety e.g. a temporary foster carer. The police may decide to take a Police Protection Order (PPO) as part of this process. They will notify the school of the child's placement and provide contact details as appropriate.

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. If there is a shortage of staff a mini cab could be used with a suitable escort. The assessment team for the school area will liaise directly with the assessment team for the area in which the child resides, if this is different.

Major Incidents

If an incident occurs which results in many children not being collected, it may be necessary to accommodate the children at a single location until an appropriate carer is located. For this reason, the assessment team should be contacted at the earliest opportunity. If the nature of the incident is considered serious, the arrangements for collecting and caring for the children, including overnight placements, will form part of Oxfordshire County Council’s emergency plan. Where children are accommodated together, staff should be mindful wherever possible of confidentiality, and the possibility of bad news being inadvertently revealed.

**Contact can be made by the class teacher, administrator, school business manager or headteacher depending upon availability of staff – but a child must not be left outside the office without deciding who will be making contact. If this staff member has to leave the building before the child is collected, information must be passed on to the headteacher, DSL or deputy DSLs.*

APPENDIX A

CONTACT TELEPHONE NUMBERS	
School	Tel 01235 532358
Headteacher (Carol Dunne)	See Staff contact list for number
Designated person (Carol Dunne)	See Staff contact list for number
Attendance & Engagement Team	Tel 01865 323513
LCSS South	Tel 0345 2412608
MASH (immediate concern)	Tel 0345 050 7666
Schools Safeguarding Team (Alison Beasley, LADO)	Tel 01865 810603
Out of Hours Emergency Duty Team	Tel 0800 833408
Police: Non-emergency:	Tel 101
Kingfisher Team (child exploitation)	Tel 01865 309196

