

# Child Not Collected From School Policy

Leamore Primary School

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Date

Review Date

**Designated Person:**  
**Michelle Hill, Interim Headteacher**

**Deputy Designated Person:**  
**Ellie Luckin, Safeguarding Lead Co-ordinator**

## 2 POLICY – LEAMORE PRIMARY SCHOOL

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### 3 POLICY – LEAMORE PRIMARY SCHOOL

#### Purpose of policy

- 1.1 The purpose of this policy is to ensure the safeguarding of all children at Leamore Primary School. It is essential that the school has a procedure in place for the safe collection of all children at the end of a school day, and guidance for parents and carers in the event of them being late or unable to collect their child.
- 1.2 This policy does not stand in isolation and should be referenced alongside the school safeguarding policy.

#### Aims of policy

- 2.1 To keep children safe.
- 2.2 To ensure that all members of the school community, including children, parents, carers, staff members and governors are aware of the expected procedures for the end of each school day.
- 2.3 To maintain clear lines of communication between school and parents and carers.
- 2.4 To highlight the importance of parents and carers providing up to date contact details to school.

#### The end of the school day

- 3.1 The school expects children to be collected at the end of the school day, which is 3:15pm for afternoon Nursery and Reception and 3:10pm for Years 1-6. The same applies to the end of morning nursery, which is 11:45am.
- 3.2 When the school gates are opened, parents are asked to make sure they are visible to their child and their child's teacher.
- 3.3 If the person expected to collect the child is not there, the child will return into the school premises to allow school to make further enquiries with the child's parent or carer by phone.
- 3.4 Any child not collected within 10 minutes will be taken to sit in the school reception area, and should be collected from there using the main entrance to the school.

## Guidance for parents and carers

- 4.1 As a parent or carer, it is your responsibility to ensure that your child is collected at the end of the school day.
- 4.2 It is essential that you provide the school with a record of your contact details, including contact names, addresses, and telephone numbers. If you change your telephone number, it is imperative that you update the school with your new telephone number immediately.
- 4.3 Where possible, parents and carers should provide the school with the contact details of other adult relatives or alternative individuals who can be contacted when the parent or carer cannot be contacted or in the event of an emergency.
- 4.4 If you are unexpectedly delayed and are unable to collect your child from school, or will be late collecting your child from school, please contact the school immediately by telephoning 01922 710514.
- 4.5 If you make arrangements for another adult to collect your child from school, you must inform the school of the details of that person. **If the school has not been made aware of an alternative person collecting your child, we will be unable to release them to that person until we have sought permission from you.**
- 4.6 We cannot release your child to anyone who is under 16 years old, even if they are a sibling or other relative to your child.
- 4.7 If contact has not been made by 4:15pm, or 12:45pm for morning nursery, school will telephone Children's Services to inform them of the situation. This allows Children's Services to be aware of the possibility that they may be required to find alternative accommodation for that child.

The following information may be required by Children's Services:

- Child's name
- Date of birth
- Address
- Parent's or carer's details, including their names, addresses and telephone numbers
- Gender
- Ethnicity
- Religion
- Language spoken
- Special dietary needs
- SEN details
- Behavioural difficulties
- Medical needs
- Any current or previous child protection concerns
- Any previous incidents of the child not being collected from school

## 5 POLICY – LEAMORE PRIMARY SCHOOL

If there are any concerns about the welfare of the parent or carer, Children's Services will ask the West Midlands Police to visit the home address.

In the event of school believing that the child is in immediate need of protection, West Midlands Police, who have emergency protection powers, will be contacted.

### Guidance for staff members

- 5.1 If a parent or carer does not collect their child from the school gate by 10 minutes after the end of the school day, the child should be taken to the reception area of the school.
- 5.2 Immediate steps should be taken to contact the parent or carer by telephone. Continuous attempts should be made to contact the parent or carer throughout.
- 5.3 The Designated Person for child protection, Michelle Hill, or Deputy Designated Person for child protection, Ellie Luckin, should be informed if contact is not made with the parent or carer by 3:45pm, or 12:15pm in the case of morning nursery.
- 5.4 If contact has not been made with the parent or carer by 4:15pm, or 12:45pm for morning nursery, the Designated or Deputy Designated Person will contact the Multi Agency Screening Team (MAST) at Children's Services, on 01922 658170, to discuss action to be taken. If both of the Designated Persons are off site and cannot be contacted, staff should inform Lisa Francis, Interim Deputy Head, or Amy Nash, Family Support Worker, of the situation, and they will take appropriate action. If this is not possible, the member of staff should contact the MAST team directly.
- 5.5 Members of staff should regularly provide reassurance to the child throughout.

### Major Incidents

- 6.1 If an incident occurs which results in a large number of children not being collected from school, Children's Services 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 Local Authority's emergency plan.

**Policy last updated: 09/09/15**

**Signed by Michelle Hill, Interim Headteacher: \_\_\_\_\_**

**Signed by Alison Buick and Vanessa Holding, joint Chairs of Governors:**

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This policy will be reviewed in full every year. This will include checking the accuracy of telephone numbers and personnel details, and any updates required by a change in local or national policy or as a result of learning from serious case reviews.

**Next review date: 09/09/16**