



## Procedures for the collection of children from school

### School Vision

*Springfield is a caring, supportive and innovative school where everyone is recognised and appreciated as an individual.*

*Children are encouraged to be ambitious and to reach their full potential, so that they can take their place in their community and in the wider world.*

### Arrangements for collecting children

Parents will be informed, when their child starts school and at the start of every school year, the procedures for collecting the children at the end of the school day. If this changes, parents will be informed. Parents must abide by the school's procedures for collection, to ensure that the children are dismissed safely.

### Appointments

School advises parents to make appointments outside of the school day where possible. However, if a parent needs to collect the child early for an appointment, then a copy of the appointment letter/card should be shown to Mrs Collett in the school office, in advance.

### Contact details

It is essential that parents provide the school with a record of their contact details, i.e. names, addresses, home, work & mobile telephone numbers. 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.

### Persons collecting the children

It is not school policy to allow any unknown persons to collect children from the school. If a 'new person' is going to be collecting a child at the end of the school day school must be informed by the parent/carer in the morning (with a brief description of the adult who is going to be collecting the child), otherwise the child will not be released into the care of persons unknown.

### Managing Parents / Carers Under the Influence of Alcohol or Drugs

Teachers will immediately alert the Headteacher/DSL if a parent is under the influence of alcohol or drugs when attempting to collect

If the pupil is thought to be potentially 'at risk' or likely to suffer 'harm' by leaving the school premises with the parent/carer, then the school can, in extreme circumstances, refuse to hand over the pupil -

but this can only happen if the parent/carer is in no fit state to take charge of the child **and** the appropriate services must be notified immediately, i.e. the police, who have emergency protection powers, and social care.

The school's designated person for child protection will record both the incident and any resulting actions taken under the local safeguarding procedures onto CPOMS.

**Procedures for dealing with children who are not collected at the end of the day**

Springfield 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.

The school agrees to care for a pupil who has not been collected by a parent/carer, or appropriate arrangements have been made. See below Springfield's procedure.

However, it is also acknowledged that many primary age pupils and most secondary age pupils travel independently between home and school, and when considering these children's circumstances the policy will need to be applied with discretion.

The school's DSL for child protection will keep a record of every occasion when parents do not collect a child from school or are late in doing so for no good reason in a diary with times. Any child welfare concerns arising out of such incidents will be dealt with in accordance with the school's child protection procedures. Instances of the same child repeatedly not being collected on time may result in a referral to social services.

**Procedure**

When	Action	By Whom
5 minutes late	Child taken to school office	Class teacher or teaching assistant
15 minutes late	Phone call home If no answer, other contacts will be called	Mrs Wilson
45 minutes	Further phone calls OR A member of staff may carry out a home visit to make contact with parents/carers	Mrs Wilson Mrs Elliott
1 hour late	Social services will be contacted and provision will be made for the child to be looked after until contact can be made with the parents/carers. Social services will usually involve the police in searching for the parents/carers.	Senior DSL- Mrs Elliott

A record of the incident will be kept in school for each occasion where a child is not collected on time in the school academic diary. The headteacher will be informed and will carry out a risk assessment to ascertain why the child was not collected. If there is significant concern or if the child is left on several occasions then the Family Support Manager may call the parents/carers for a meeting to discuss the reasons, or may contact Social Services for further advice. The HT will be kept updated at all times.

Social care will give advice and may carry out appropriate checks and make further attempts to contact the parent/carer, although they will normally request that the child remains at school for as long as possible in case the parent/carer arrives late. If there are any concerns about the welfare of the parent/carer, social care will ask the local police to visit the home address.

If attempts to contact a parent or appropriate carer are unsuccessful, social care will arrange for the child to be collected and taken to a place of safety e.g. a family centre or temporary foster carer. They will notify the school of the child's placement and provide contact details as appropriate. Plans for transporting the child will depend on local arrangements which should take into account staff availability out of hours, 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

### **Transported Children**

If a parent or other nominated adult fails to meet a pupil who is being returned home for some reason (e.g. illness), the escort/driver should:

Immediately report the incident to the Headteacher and ascertain if it would be appropriate to leave the child with a designated emergency contact.

### **Major Incidents**

If an incident occurs, which results in a large number of children not being collected, social care and education welfare should be contacted at the earliest opportunity, because it may be necessary to accommodate the children overnight at a single location until appropriate carers are located.

**Samaira Nasim**

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