

# **CROWMARSH GIFFORD C. E. SCHOOL**



## **Protocols for Children Not Collected After School (Social Service Guidance)**

**(Updated September 2014)**

**Linked to Article 3 from the United Nations Convention on the Rights of the Child:**

**The best interests of children must be the primary concern in making decisions that may affect them. All adults should do what is best for children. When adults make decisions, they should think about how their decisions will affect children.**

Crowmarsh Gifford Primary 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 headteacher 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 protection procedures.

If a child has not been collected within 15 minutes of the end of the day these are the procedures;

- Child must be brought to entrance hall.
- Attempt to contact parent/carer by telephone.
- Attempt to contact other adults identified as emergency contacts on file.
- Attempt to contact other parents/carers who are known to be friends/neighbours of the child's family to gather information on parent's whereabouts.
- If there is still no contact, the child should be sent to the after-school-club until further notice.

If there has been no contact made by 6:00 p.m. (30 minutes after the end of after-school-club), contact the headteacher if not on site. 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) The headteacher or assistant head to telephone the police and give the child's details i.e. name, D.O.B., address, names of parents/carers and any contact details.

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.

In any cases of such a late collection, the Head Teacher should discuss the incident with the parent/carer at the earliest opportunity in order to address the issue and prevent any further incidents.

If there are three or more such episodes within a six week period, staff should make a referral to Social and Health Care.

### **Major Incidents**

If an incident occurs which results in a large number of 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.

### **Relevant Telephone Numbers:**

Headteacher (F. Barton)	07804777007
Attendance & Engagement Team	01865 323513
Children and families assessment team	01865 897983
Schools Safeguarding Team	01865 815956
Emergency Duty Team	0800 833408
Police Tel	01865 335200
(Child Abuse Investigation Team)	

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