



Yenton Primary School

Emergency procedures for late collection of a child

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Emergency Procedures when a child is not collected.

This guidance details the arrangements for dealing with children not collected from school at the end of the day or from any activity at the agreed time. Included in this process are those children who are not collected on time but where the parents repeatedly notify the school of a significant delay. This process has been endorsed by the Directorate for People Children's Social Care, the Police and Birmingham Safeguarding Children Board.

Whenever a parent fails to collect a child from school or an activity at the expected time, or a parent/carer is not at home to receive the child from school transport services:

1. This will be brought to the attention of the Head Teacher or a Designated Safeguarding Lead (DSL) Miss Webster. School staff will then make every effort to contact the parent/carer or the named alternative carers (including where known, other settings that siblings attend to see if they are experiencing the same problem).
2. The DSL will maintain a record of incidents where parents do not collect a child from school or other activities. Any child welfare concerns arising out of such an incident(s) will be dealt with in accordance with the child safeguarding procedures of the school.
3. If the child has not been collected/received, and it has not been possible to contact a parent or named carer, 1 hour after the agreed finish time for the school day/activity, a phone call will be made to the Multi-Agency Safeguarding Hub (part of CASS, Children's Advice and Support Service -Social Services).
4. Where a child has been placed in after school provision and has not been pick up :-
In this circumstance:
 - If the child has not been collected / received, and it has not been possible to contact a parent or named carer, 30 minutes after the agreed finish time for the after school club, a phone call should be made to the Emergency Duty Team (EDT)
5. MASH will give advice and may carry out appropriate checks and make further attempts to contact the parent/carer. If there are any concerns about the welfare of the parent/carer, MASH will, on a case by case basis ask the local police to visit the home address.
6. If an appropriate relative or carer is located, he/she will be asked to ensure that the child is collected from the school. If there is a genuine reason for the relative or carer being unable to do this, MASH will liaise with school..
7. In making decisions, Social Care Services and the school will prioritise interim care arrangements that best meet the child's personal and emotional needs.
8. If the combined attempts to contact a parent or appropriate carer by the School or MASH remain unsuccessful 1½ hours (by 17.00hrs) after the normal end of the school day/activity, Social Care Services will normally make a decision to assume care of the child and arrange for him/her to be taken to a place of safety.
9. Where more than one incident occurs, repeated episodes of late collection with notification or where there are reasons for concern regarding the ability of parent(s)/carer(s) to collect/receive their child, the Head Teacher will:
 1. Initiate a discussion between the school/organisation and the parent to identify a strategy for addressing these concerns.
 2. Where agreement cannot be reached with parents or in cases where there are child protection concerns, a referral to MASH will be completed and Social Care Services will be invited to contribute to identifying the strategy for addressing the concerns and safeguarding the child.

Miss. Webster

Deputy Head teacher and Safeguarding Lead