

Policy Title	PROTOCOL STATEMENT FOR UNCOLLECTED CHILDREN	Other Links
Responsible committee	Standards	Governors Link Visits
Purpose	<p>At Ravenfield Primary Academy, we have due regard for our duties under the Equality Act 2010.</p> <p>This ‘Protocol statement for uncollected children’ reflects our duties to: eliminate discrimination, advance equality of opportunity and foster good relations.</p> <p>This statement outlines the protocol for dealing with children not collected from the Academy at the end of the school day or school activity and is in line with procedures followed by the Local Authority. It should be read in conjunction with the schools Safeguarding policy.</p>	Safeguarding Policies Health & Safety
Guidelines	<p>Background</p> <p>Section 175 Education Act 2002 places a duty on Local Authorities¹ (LAs) and Governing Bodies of schools, to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children. This duty should include having arrangements for dealing with children not collected at the end of the school day, or following an authorised school activity where the Board of Governors retains responsibility for use of the school premises.</p> <p>This protocol follows guidance from the agencies likely to be involved in the process, including the school, social care, police, and local authority education services as appropriate e.g. education welfare. The protocol will be clearly communicated to both parents or carers, and staff.</p> <p>Introduction</p> <p>Ravenfield Primary Academy 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 the Academy at the end of the school day or school activity. This protocol explains those arrangements.</p> <p>This protocol will be brought to the attention of parents/carers, in writing, when their child first starts at the Academy.</p> <p>As part of the pre start enrolment of pupils it is essential that parents provide the Academy with a record of their contact details i.e. names(s), address(es), home, work and mobile telephone number(s). Parents should also provide the Academy 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. As an Academy we will endeavour to keep this record up to date</p>	

by reminding parents of the need to notify the Academy of any changes and by also sending out a blank data review with the annual end of year report.

As an Academy we agree 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 social care and/or police to ensure the child's safety.

The Principal, who is the school's designated Safeguarding Officer and other teaching staff 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 on CPOMs and ensure the information is shared as appropriate. Any child welfare concerns arising out of such an incident(s) will also be recorded and be dealt with in accordance with the Academy's safeguarding/child protection procedures.

When a child is not collected from school, and these procedures have been followed, the Principal will send a letter to the parent(s)/carer(s) notifying them of the arrangements that were made to care for the child. An example of this letter can be found at appendix A.

Procedure

In the event that a parent or carer does not collect a child, this will be brought to the attention of the Principal or person with designated responsibility. The Principal or person with designated responsibility will then make every effort to contact the parent or carer or named alternative carer.

In the unlikely event that the child is in **immediate need of protection**, the police, who have emergency protection powers, will be contacted (see appendix C for contact details).

If the child has not been collected by **4.30pm (or within 30 minutes of the end of the school activity)** and the Principal or person with designated responsibility is unable to contact a parent or named carer, he/she will phone the duty social care team for the area in which the child is resident. If they are unable to contact the resident authority the referral should be reported to RMBC social care and they would provide the immediate response.

The following information will be required:

- 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 call should be confirmed in writing within 48 hours using a multi-agency referral form.

Social care 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, social care 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 Academy. If there is a genuine reason for the relative or carer being unable to do this, social care will liaise with the Academy about arrangements for the child to be collected and taken to the 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 temporary foster carer or family centre. They will notify the academy 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 Academy. Where possible, two adults should be present. If there is a shortage of staff, a mini cab could be used with a suitable escort. Social care for the Academy area will liaise with social care for the area in which the child resides if this is different.

Regularly Transported Children

Where arrangements are in place for a child to be escorted home from the Academy, and there is no response at the home address, the driver will immediately inform the Academy. If other children have to be taken home, the child will remain in the vehicle whilst this is done. The driver will leave a proforma (see Appendix B) at the child's address with the Academy's contact details. Unless directed otherwise, the driver will then return the child to the Academy. In the meantime, the Academy will liaise with social care for the area in which the child resides, in the event that the parent or carer continues to be unobtainable.

**Major Incidents**

If an incident occurs which results in a large number of children not being collected, social care will be contacted at the earliest opportunity, because it may be necessary to accommodate the children at a single location until an appropriate carer is located. 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 the Borough/Authority's emergency plan.

Autumn 2016



APPENDIX A

Dear.....

Parent/Carer's name

Re:.....

Child(ren)'s name(s)

On Date

were not collected from Ravenfield Primary Academy at the end of the school day, and we were unable to contact you or your named carer(s).

As a result, in order to safeguard and promote the welfare of your child(ren), we implemented the procedure for dealing with children not collected at the end of the school day or school activity.

This procedure, which has been agreed by the Academy, local authority, social care, police and the Local Safeguarding Children Board, involved us contacting social care in order that arrangements could be made for your child to be taken to a safe place.

I am sure that you will appreciate the importance of providing for your child in these circumstances.

I hope that the reasons for your child not being collected are not serious, but would you please contact me as soon as possible to discuss this matter further.

You can also contact social care on for further information about the action taken.



APPENDIX B

Dear Parent/Carer

On/...../...../ at..... .. pm, there was no response when your child(ren)..... was/were returned to his/her/their address as previously arranged.

Unless the Academy instructs otherwise, the driver will return your child to the Academy and arrangements will be made to ensure his/her safety.

Please ring the Academy on as soon as possible. If no-one is available when you call, please contact social care on

**APPENDIX C****CONTACT TELEPHONE NUMBERS FOR RAVENFIELD PRIMARY ACADEMY 01709 542678****ASSOCIATE PRINCIPAL:** Mrs L Hepworth**DESIGNATED SAFE GUARDING PERSON:** Mrs L Hepworth**DEPUTY DESIGNATED SAFE GUARDING PERSON:** Miss S Brown

Support Staff who	Adhere to the above policy	
Senior Leaders who	Monitor the effectiveness of the policy and feedback any changes	
Governors who	➤ Review the policies as part of safeguarding audits and reports	
Date	Approved April 2017	
Review Date	Sept 2018	
Reference No:	RV Uncollected C	