



## **Protocol for Children who are Uncollected from School**

### **School Responsibilities**

Schools will ensure that they obtain detailed records of parents/carers and of emergency contacts when pupils are admitted and these will be updated at least on an annual basis

Parents will be informed of the importance of collecting their children on time and of the expectation that they should contact the school or education setting as soon as it appears that they may have a problem.

We ask all parents/carers to call school as soon as possible if they are going to be late collecting their child from school, fun club or a after school club. The school office is open 8:30 – 16:00 each day.

Schools should not release children to a person who is not known to them or acting with the parent's written authorisation. Where there is any doubt as to the identity or suitability of such a person and there is no other way of ensuring the child's safety, this will be referred to the police as an emergency. Schools must have arrangements in place for the proper care and supervision of uncollected children, for whom they retain a duty of care until the parent / carer has collected them.

### **End of the school day – 15:10.**

If a pupil is uncollected at the end of the school day, active steps will be taken by the school to contact the parent/carers or emergency contact by telephone.

Children will be placed in after school Fun Club (Monday to Thursday) and parents charged £3.50 for the session. If children are not collected on a Friday, late collection will be charged at £20 to cover the costs of staff supervision.

### **After-School Activities – 16:00**

Where a child, who is normally collected at the end of the club or session, is not collected by a responsible person, contact will be made with the child's parent or carer or the emergency contact. After-school clubs will obtain from parents the name of an alternative carer or emergency contact. Late collection of children will be charged at £20 to cover the costs of staff supervision.

If contact cannot be established within 30 minutes, a senior member of the school staff will contact the Multi Agency Safeguarding Hub (MASH) to agree upon a timescale for further actions and ultimate hand-over of the child, as appropriate. Note in the instance the child already has an allocated social worker, the school is to contact that social worker and not MASH.