



Non-Collection of Children Procedure

Aim: To ensure all children are collected from school at the correct time.

Millbrook Junior School recognises that it has a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day, or at the end of an authorised activity.

The procedure will be brought to the attention of parent/carers, in writing, when their child starts school and will be displayed on the school website.

On admission of their child to the school, parent/carers should supply:

- names and full addresses of parent/carers (and confirmation of parental responsibility)
- home, work and mobile telephone numbers
- the emergency contact details of at least two additional people

This information should be updated annually or whenever circumstances change.

It is the parent/carer's responsibility to ensure that the pupil is collected by a responsible person and to inform the school if someone other than the parent/carer is collecting. This should be by recording it in the child's planner. The school must be notified immediately it becomes apparent that the person collecting the child may be late or any changes to the original plan arise.

Millbrook Junior School agrees to care for a pupil who has not been collected from school, until such a time as he/she has been collected by a parent/carer, or until appropriate, alternative care arrangements have been made with Social Care, and/or the Police, in order to maintain the child's safety.

The school's Designated Safeguarding Lead will keep a record of incidents where parent/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Child Protection/Safeguarding Policy.

Our procedure:

- If a parent/carer is more than 10 minutes late, the school will attempt to contact parent/carers using all contact details available
- If unable to contact parent/carers, all emergency contacts will be contacted to ascertain the whereabouts of the parent/carers
- If a pupil has not been collected and no contact made within 40 minutes of the collection time, the school will ring NorthNorthamptonshire Safeguarding Team to discuss concerns and ask for advice. This will allow the Social Care Team to

be aware of the possibility that they may need to make arrangements for the alternative care of the child.

- School will continue to try to contact the parent/carer/emergency contacts and keep Social Care updated about the situation.
- If the school is still unable to contact parent/carers they will act upon the advice of Social Care and/or Police to ensure the child is in a place of safety.