

Title	Children not collected from School
Associated Policies	<ul style="list-style-type: none"> Safeguarding and Child Protection (TPO/HS/05)

REVIEWED: January 2025**NEXT REVIEW: January 2028**

- 1. Policy Statement**
 - 1.1 On rare occasions, instances occur where children of school age are left uncollected for considerable lengths of time. These guidelines are written to help staff in school respond sensitively yet consistently to ensure the safety and welfare of such children.
- 2. Who does this policy apply to?**
 - 2.1 All pupils attending Brooke Weston Trust schools.
- 3. Who is responsible for carrying out this policy?**
 - 3.1 The Associate Principal/Principal and student care/pastoral teams at each school.
- 4. What are the principles behind this policy?**
 - 4.1 On admission to a school, parents should provide accurate information about who holds parental responsibility for their children i.e. names, addresses and telephone numbers, names and telephone numbers of 2/3 emergency contact persons and any information if anyone other than the parent/carer is to collect a child from school. As specified in the Home School Agreement, parents/carers must provide updated contact details when these are changed.
 - 4.2 Schools will ensure that parents are provided with information about the times of the school day and the expectation regarding the delivery and collection of children.
- 5. Procedures**
 - 5.1 If any child is not collected from school 15 minutes after the end of the school day, the Principal or designated person will telephone (if possible) the parents/carers. Additional methods of communication will be tried.
 - 5.2 If there is no response, the Principal/designated person will attempt to contact those persons identified as emergency contact numbers. If needed, a home visit will be arranged whenever possible.
 - 5.3 If, by 5.00pm, it has not been possible to contact parents/carers or emergency contacts then the local Police should be informed of the situation. The Principal/designated person will also contact the Multi-Agency Safeguarding Hub (MASH) team or equivalent to inform them of a possible problem and follow their subsequent recommendations.
 - 5.4 If a child is not collected from school, outside agencies will be contacted to help locate the parents and advise on next steps. A welfare check will be completed the following day, and any necessary follow-up with agencies will be carried out. The Designated Safeguarding Lead (DSL) will review all records related to the incident.
- 6. Policy Review**
 - 6.1 This policy will be monitored as part of the Trust's annual internal review and reviewed on a three year cycle or as required by legislature changes.

Document Control

Date of last review:	January 2025	Author:	MBO – Reviewed by Principals
Date of next review:	January 2028	Version:	5
Approved by:	Strategic Delivery Group	Status:	Ratified

Summary of Changes: V5

- Clarified that further contact methods of communication will be used to locate parents (*paragraph 5.1*)
- Included the option to conduct a home visit before contacting social services and/or police. (*paragraph 5.2*)
- Clarified that cut off time to contact outside agencies will be 5.00pm (*paragraph 5.3*)
- Clarified procedure to follow if child is not collected from school (*paragraph 5.4*)