

WDF Procedures when a child is not collected.

Rationale:

The normal arrangements for collecting children at the end of the school day and/or after school clubs or events are well established, understood by our parents and carers and generally work extremely well. However there are occasions when events prevent parents or carers arriving on time to collect their child. In most of these cases the delay is minimal. In other cases the parent will notify school and agree new arrangements. These procedures are concerned with the cases where the arrangements fail, and contact with the parents cannot be made, or when parents cannot make arrangements within a reasonable period of time. Our procedures are designed to ensure the child is cared for safely by experienced and qualified practitioners who are known to the child, in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their child will be properly cared for.

Procedures:

- At least 2 members of staff will remain responsible for the child.
- After 15 minutes past the end of school or activity/event, we check in the Office to see if there has been any information from parent/carers.
- If no information is available, parent/carers are contacted at work or home through the information collected by the school when a child starts. It is therefore very important that parents/carers alert the school to any changes in contact details.
- If this is unsuccessful, the adults who are authorised as 'emergency contacts' by the parents on the contact forms are contacted. All reasonable attempts are made to contact the parents/carers or nominated carers. When parents or the normally authorised persons cannot collect the child, they provide us with details of who will be collecting the child, and some form of verification to identify this person.
- The child does not leave the school with anyone who is not on the contact form, unless the parent has given their permission to the school. A member of staff will not take the child home unless explicit agreement has been made with the parent/carer and then provided the staff have the correct vehicular insurance.
- The child is cared for at the school by 2 suitable members of staff and after 20 minutes will be put in the After School Club for which there is a charge.
- If no-one collects the child and there is no-one who can be contacted to collect the child, we inform the Head teacher who has responsibility for child protection.
- If the child has not been collected 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 police and the Multi-Agency Safeguarding Hub (MASH)
- The Head teacher will then follow the procedures of the Devon Safeguarding Children Board/MASH.
- This information will be recorded and kept in the child's file