

# Myland Primary School



## Procedures for Children Not Collected From School

October 2024

## **PROCEDURES FOR CHILDREN NOT COLLECTED FROM SCHOOL**

On rare occasions, children are not collected from school within reasonable time of the end of the school day. This policy is written to help staff respond sensitively and consistently to ensure the safety and welfare of such children.

We expect children to be collected from school at the usual time. If there are any changes to the usual collection arrangements for children, we ask parents to let us know who will be collecting their children and at what time.

As a school, we completely understand that emergencies can and do arise which prevent parents from arriving at school on time to collect their children. In these circumstances, we expect parents to telephone us within good time to inform us of the current situation. In these cases, we can make arrangements for the safe supervision of children until such time as they are collected.

### **Our principles:**

1. We ensure that full contact information is received promptly from all parents & carers
2. We ensure that contact information is regularly updated
3. We inform parents and carers that if a child is not collected from school within 15 minutes of the end of a school session, and where we have not been informed otherwise by parents, the non-collection procedure will be followed.

### **Our Procedures:**

#### **Non-collection of child:**

If a child is not collected within an agreed period of time, i.e. 15 minutes after the end of a school session (or after school activity), the following steps will be taken:

- A check should be made for information about changes to the normal collection routines
- Reasonable attempts should be made to contact:
  - Parents or carers at home or at work
  - Other adults authorised to collect the child from school (as listed on Pupil Information sheets – Purple ‘Emergency Contacts’ File in Main Office)
- The child should not leave the premises with anyone other than parents or nominated carers.
- If no-one can be contacted to collect the child after fifteen minutes, the child will be placed in ‘Windmills’ (Myland School’s After School provision) and parents will be charged for the session accordingly.

- Senior staff will continue to make every effort to contact the child's parent/carer or named emergency contact. If no-one can be contacted to collect the child after one hour, the relevant Children and Families Hub Duty Team or Police will be contacted.
- The child will stay at school in the care of two fully-vetted staff members until safely collected either by the parents, a nominated carer, social worker or police officer.
- Children's Social Care will assess the child's situation and find appropriate and safe alternative accommodation if needed.
- Under no circumstances should staff attempt to look for the parent, nor should they take the child home with them.
- A full written report of the incident must be recorded in the child's file.

**In case of emergency, contact the police on 999**

**Child Protection – 24 HOUR  
RESPONSE NUMBER:  
Essex County Council  
0345 603 7627**