



AVONDALE PREPARATORY SCHOOL

Protocol for Dealing with Children Not Collected at the End of the School Day or Activity

Introduction

At Avondale Preparatory School, we are committed to safeguarding and promoting the welfare of all children in our care. Part of this duty involves having robust arrangements in place for managing situations where children are not collected at the end of the school day or an authorised after-school activity.

This protocol will be shared with parents in writing when their child joins the school and will be reinforced periodically through school communications.

Parental Responsibilities

Upon admission to the school, parents/carers must provide the following information:

- Names and full addresses of parents/carers, along with confirmation of parental responsibility.
- Home and work telephone numbers.
- Mobile phone numbers where applicable.
- Emergency contact details for a responsible individual who can be contacted if the parents/carers are unavailable.

This information must be updated annually or whenever there are changes to the child's circumstances. Parents/carers are responsible for ensuring that their child is collected promptly by a responsible individual.

If a parent/carer anticipates being late, they must inform the school immediately to allow staff to make appropriate arrangements.

School Responsibilities

Avondale Preparatory School will care for any child who has not been collected from school until they are safely collected by a parent/carer or until alternative arrangements are made with Social Care and/or the Police to ensure the child's safety.

Procedures for Late Collection

1. **Initial Steps**
 - If a child is not collected **10 minutes** after the normal end of the school day at 3:20pm, or after an authorised activity, and the school has not been notified of a delay, the child will be taken to the **after-school club**. Parents will be charged the full rate for this service.
2. **Efforts to Contact Parents/Carers**
 - If a child is not collected and no contact has been made **within 60 minutes** of the usual collection time, the Headteacher or Designated Safeguarding Lead (DSL) will be informed.

- Every effort will be made to contact the parent/carer using all available contact details. If the parents/carers are unreachable, the emergency contacts provided on the child's record will be called.
- 3. Involving Social Care**
- If no contact has been made with the parents/carers or emergency contacts the school will allow **30 minutes** after end of day, before the school will contact the local Safeguarding Team or the child's allocated Social Worker for guidance. This ensures that the Social Care Team is aware of the situation and can prepare to arrange alternative care if necessary.
- 4. Further Actions**
- Social Care will provide advice and conduct relevant checks.
 - The school will continue efforts to contact the parents/carers and keep Social Care updated.
 - If there are concerns about the parents/carers' welfare, Social Care may involve the Police to conduct a welfare check.
- 5. Final Measures**
- If contact with parents/carers remains unsuccessful, the school and Social Care will collaborate to transport the child to a place of safety. Social Care will notify the school of the child's placement and provide contact details. The priority will always be to reunite the child with their parents/carers at the earliest opportunity.

Record-Keeping and Reporting

The Designated Safeguarding Lead will maintain a record of incidents where children are not collected on time. Repeated incidents will be addressed with parents/carers to prevent recurrence. If any safeguarding concerns arise, they will be managed in accordance with the school's **Child Protection and Safeguarding Policy**.

Reminders to Parents/Carers

Parents/carers will be reminded of this protocol regularly through newsletters and parent communications to ensure they are aware of their responsibilities.

Information Required by Social Care

If a child is referred to Social Care, the following details may be required:

- **Child's details:** Name, date of birth, address, gender, ethnicity, religion, first language, communication needs, special educational needs (SEN), medical conditions, or dietary requirements.
- **Incident details:** A brief outline of the situation, including the timing and actions taken.
- **Referrer details:** Name, role, and contact information of the person making the referral.
- **Parent/carer and emergency contact details:** Names, addresses, and contact telephone numbers.
- **Child protection history:** Any current or previous child protection concerns.
- **Previous incidents:** Details of any past occasions when the child was not collected on time

Policy Review

The Senior Management Team will review this policy regularly and changes will be made where appropriate.

Reviewed – October 2024- G Barrington-Tolan

Signed as read:



Signature: _____ Name: **Georgina Barrington-Tolan** Date: **23.09.24**