

## Parents/carers can help by:

### Communicating:

- Always notify us in writing of any change to collection arrangements concerning your child, preferably well in advance.
- Make your child aware if they are going to be collected by a different carer.

### Being aware:

- That if you are late on a single occasion for a good reason, we will keep your child safe in school until you arrive.
- That if you are late/absent on a number of occasions without explanation we may have to refer to another agency.

# WORKING TOGETHER TO KEEP YOUR CHILD SAFE

*Great Wilbraham Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.*

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Protocol for dealing with children not collected at the end of the day or approved activity including Discovery Club.

Information for Parents / Carers

September 2018

Great Wilbraham Primary School recognises that it has a statutory duty to safeguard and promote the welfare of its children and that this duty extends to having arrangements in place for dealing with children not collected promptly from school at the end of the day or school activity.

This protocol explains those arrangements, which have been agreed with Social Care, the Police and Education Transport.

This protocol will be brought to the attention of parents/carers, in writing, when the child first starts at the school.

### **The safety of the child is paramount**

Parents/carers should provide:

- Full contact details i.e. names, addresses, phone numbers for home, work and mobile numbers
- Details of at least two other relatives/carers who can be contacted in emergencies
- Updated details when necessary

Parents/carers who wish their child(ren) to make their own way home independently from school should provide written permission on the "collection from school" permission slip provided.

### **Great Wilbraham Primary School agrees to:**

- Care for a child not collected promptly until such time as s/he is collected by a parent/carer, or until appropriate arrangements are made with the help of Social Care and/or the Police in order to ensure the child's safety.
- Take appropriate action in order to protect the child's welfare in situations where the child is not collected on repeated occasions without good reason.

### **Procedures:**

- In the event that a child is not collected by a parent/carer, the Headteacher/School Business Manager will be made aware.
- Every effort will be made to contact the parent/carer. The emergency contact(s) supplied by the parent will be telephoned.
- In the case of an isolated incident, should successful contact not be made, then the child will be supervised for a reasonable time. If the event is at the end of school then the child will be supervised by

staff in Discovery Club and a charge may be made. If the event is at the end of Discovery Club then a charge of £10.00 per quarter of an hour, to cover the costs of the two staff who are legally required to stay, will be made.

- If any child remains at 6.00pm, after doing everything possible to contact parents and emergency contacts, then staff will be legally required to contact Social Care.
- In the case of repeated or frequent incidents, then Great Wilbraham Primary School will contact the appropriate authorities in order to take advice as to necessary actions.

### **Regularly transported children**

- In the event of a parent/carer not being available to receive their children the driver will wait for 5 minutes then inform the school. The child will remain in the vehicle until any other children have been taken home. Unless directed otherwise the driver will return to the school with the child.

**Education Transport enquiries should be made to: 0345 045 5208**