

## **PROCEDURE TO FOLLOW IF PUPIL IS NOT COLLECTED FROM SCHOOL AT AN AGREED TIME**

The majority of pupils at Fox Wood are transported to and from school by bus or taxi, therefore it is rare for a child not to be collected at the appropriate time. However, this could be the case after an after school club, for example.

Schools have requested clarification on the procedure to follow in these circumstances, and these are detailed below:

1. School to make contact with parents in the first instance or other family/friends who parents have provided as a second contact.
2. School to make contact with the Assessment and Intervention Team 01925 444209 to report the incident and advise of attempts made to contact family/friends. Advice will be provided to the school on action to take.
3. Where appropriate, a social worker from The Assessment and Intervention Team will undertake a home visit and make contact with police for assistance. If appropriate the social worker will collect the child from school should attempts to contact parents be unsuccessful.