



Swanage Primary School

Protocol for dealing with children not collected from school at the end of the school day/activity

Protocol Adopted: May 2025

Protocol Review Date: May 2028

Introduction:

Under Section 175 of the Education Act 2002, Local Authorities and Schools have a duty to safeguard and promote the welfare of children. This duty should include making arrangements for dealing with children not collected at the end of a school day, or at the end of a school activity which is authorised by the school.

This protocol is an example of arrangements which have been agreed by The Local Safeguarding Team, the Police, and Local Authority Children's Services.

Swanage Primary school recognises that it has a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day, or at the end of an authorised activity.

The protocol will be brought to the attention of parents/carers, in writing, when their child starts school.

On admission of their child to our school, parents/carers should supply:

- The names and full addresses of parents/carers (and confirmation of parental responsibility)
- Home, work telephone and mobile phone numbers
- The emergency contact details of two people who may be called in the event of the parents/carers being unobtainable or in the case of an emergency
- The names of any person who has your permission to collect your child from school

If this information isn't received from any parent/carer then we will contact you to obtain this. This information should be updated annually or whenever circumstances change. If an adult who isn't on the supplied list arrives to collect your child, we will not allow them to go with this adult until we have received permission to do so from a parent/carer.

It is the parent/carer's responsibility to ensure that the pupil is collected by a responsible person. The school must be notified immediately it becomes apparent that the person collecting the child may be late. Swanage Primary School agrees to care for a pupil who has not been collected from school, until such a time as he/she has been collected by a parent/carer, or until appropriate, alternative care arrangements have been made with Social Care, and/or the Police, in order to maintain the child's safety.

If parents/carers have not collected their child/children ten minutes after the normal end of the school day, by 3.30pm for KS2 or 3.25pm for EYFS and KS1, and have not contacted the school to advise of their lateness, the child will automatically be taken to the school office. Children who haven't been collected at the end of an after school activity will also be taken to the school office.

The School's Designated Person for Child Protection/Safeguarding will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Child Protection/Safeguarding Policy and Procedures.

Our procedures:

- If a child is not collected by a parent/carer after the school day or approved activity, the Headteacher or Designated Person will be notified. Every effort will then be made to contact the parent/carer, or failing that, the emergency contact.
- In the case of a pupil not being collected and no contact being made WITHIN 60 MINUTES OF THE USUAL COLLECTION TIME, the school will ring Dorset Safeguarding Team/allocated Social Worker to discuss the concerns and ask advice. This will allow the Social Care Team to be aware of the possibility that they may need to make arrangements for the alternative care of the child. For information which may need to be passed on, see Appendix A.
- Social Care will give advice and make appropriate checks. However school will continue to be responsible for trying to contact the parent/carer/emergency contact and to keep Social Care updated about the situation.
- If there are any concerns about the welfare of the parent/carer, Social Care may ask the local Police to visit the home address; please note that the Police cannot themselves provide a place of safety for a child(ren).
- If attempts to contact a parent/carer are still unsuccessful, the school and Social Care will jointly take responsibility for arranging for the child(ren) to be transported to the Social Care team, (or other appropriate venue) who will arrange a place of safety. This is considered to be a last resort and parents/carers should do their best to ensure that this is not necessary. Social Care will notify the school of the child's placement and provide contact details as appropriate. It will be the intention to return the child to the parents/carers at the earliest opportunity.

Appendix A

List of information which may be required by Contact Centre/Social Care in the event of a child being referred as not having been collected:

- * Child's details: Name/date of birth/address/gender/ethnicity/religion/first language or communication needs/SEN or behavioural needs/medical needs/ dietary requirements
- * Brief outline of incident
- * Name, role and contact details of referrer
- * Parent/carer/emergency contact details: name/address(es)/contact telephone numbers
- * Any current/previous child protection concerns
- * Any previous incidents of child not being collected