PARENTS 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.
- Pre-School children are charged a late collection fee.

Townley School
and
Pre-School

WORKING TOGETHER
TO
KEEP YOUR CHILD SAFE

N.B. A copy of the protocol relating to children not collected from school, plus an example of a letter we may send to you in this event, are available from the School Office and the school website.

www.cambridgeshire.gov.uk

Cambridgeshire County Council

Townley School and Pre-School

Protocol for dealing with children not collected from school at the end of the day or approved activity.

Information for Parent/Carers

2018/19

www.cambridgeshire.gov.uk

Townley school recognises that it has a statutory duty to safeguard and promote the welfare of its pupils and that this duty extends to having arrangements in place for dealing with children not collected 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. (See Safeguarding and Child Protection Policy and Procedures)

The safety of the child is paramount

Parents 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 who wish their child(ren) to make their own way home independently should complete a **written permission slip** at the beginning of the school year, signed by the parent/carer.

The school agrees to:

- Care for a pupil not collected until such time as s/he is collected by a parent/carer, or until appropriate alternative 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 from school on repeated occasions, without good reason.

Procedures:

- In the event that a child is not collected by a parent/carer, the Headteacher/Designated Safeguarding Lead 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.

www.cambridgeshire.gov.uk

Procedures continued:

- In the case of an isolated incident, should successful contact not be made, then the child will be supervised at school for a reasonable period of time
- In the case of repeated or frequent incidents, then the school will contact Social Care according to the Protocol, 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 other children have been taken home. Unless directed otherwise, the driver will return to the school with the child.

Cambridgeshire Education Transport enquiries should go to: 0345 045 5208

www.cambridgeshire.gov.uk