

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

**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.

On admission of their child to the school, parents should supply:

• Names and full addresses of parents/carers (and confirmation of parental responsibility)

• Home and work telephone numbers

• Mobile phone numbers where appropriate

• Two emergency contacts who may be called in the event of the parents/carers being unobtainable or in the case of an emergency.

This information should be updated annually or whenever circumstances change. 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.

Sutton on the Forest 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.

The School’s Designated Person for Child Protection 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 Policy and Procedures.

**Our procedures:**

All children in Class 1 will be collected, in person, from the classroom at the end of the school day.

All children in Class 2 will be collected, in person, from the classroom at the end of the school day

All children in Class 3/4 will be accompanied onto the playground and will only leave the school once a parent/carer has been identified.

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. During this time, the child will remain in the school office with either the Headteacher or Designated Person.

If your child is due to be picked up by another parent/alternative adult, please notify the school of this (prior to the end of the school day/activity).