GUIDANCE FOR HEAD TEACHERS / SENIOR DESIGNATED PERSON WHEN A CHILD IS NOT COLLECTED FROM SCHOOL ON TIME

Schools should have in place a system that ensures there is an accurate record of contacts and contact telephones numbers for parents and carers as well as details of emergency contacts in the event the parent or carer is unavailable. This record should be regularly reviewed and updated to avoid delay in making contact with the parent or emergency contact should an event arise. In addition it may also be helpful to ensure all parents are provided with written information outlining clear expectations about what should happen in the event they are unable to collect their child or children on time and provide them with information and guidance about the schools responsibilities and what action you will need to take in the event that a child is not collected.

Should a child or children not be collected from school, follow the flow chart of procedures on the following page:

- Make all reasonable efforts to contact the parent on the contact number given
- Make reasonable efforts to contact the emergency contact person/number if they are unavailable
- In the event of no contact undertake a visit to the home address to try and to make contact

You should make contact immediately with Children's Social Care if you have exhausted the above options and have concerns the child may have been abandoned or:

- You have visited the home address and parents are unavailable or you have concerns about their ability to provide safe adequate care for the child/children and have concerns they may be at immediate risk of harm

If the decision to make contact with the Contact and Referral Team (CART) is made and it is within office hours, please telephone 0151 907 8305. Outside of office hours contact should be made with the Emergency Duty team on 0345 050 0148.

If the immediate situation reaches a satisfactory conclusion but you have on-going worries about the care and welfare of the child that do not require an immediate response (for example this is not a one-off situation and you have additional safeguarding concerns) you should discuss your concerns with a member of the CART team.

CHILD NOT COLLECTED FROM SCHOOL PROCEDURES

End of school day	
↓	If parent/carer does not present at school to collect the child, the child should return into the school building where he/she can be supervised by school staff. After schools clubs should not be used without parental permission. Check with the school office whether the parent/carer has contacted school to advise they will be late.

+ 15 minutes	
↓	If no contact has been received from parents/carers, school should attempt to phone parent/carer to ask them to collect the student. School should also try the emergency contacts for the child. If school has the consent of the parent/carer, the child could be taken home (dependant on having two suitable members of staff available and the school's health and safety / transportation regulations being met)

+ 30 minutes	
↓	Continue to try and contact parent/carer and emergency contacts. Where age appropriate, check with the child if they have any additional contacts who could be telephoned by school.

School should try to identify alternative arrangements for a student in line with the parent/carer's recorded wishes. Older brothers and sisters could be considered suitable carers dependent on their age / competence.

An older child who expects to be collected on that particular day but often does go home independently could, after reasonable enquiries, be permitted to make their own way home (do they have a key, will there be anyone at home, phone calls to alternative adults, etc.) |

+ 45 – 60 minutes	
↓	Continue to try and contact parent/carer. If suitable staff have been identified within the school, consider a visit to the family home to ascertain if someone is available to come and collect the child.

Should a responsible adult arrive at any point, seek an explanation for the delay and record such explanations. Dependent on this explanation, a referral to Children's Social Care should be discussed with the adult. A discussion about what may happen if late collection with no notification becomes a more regular occurrence should also take place. Persistent late collection from school may be an indicator of other concerns. |

+ 60 - 90 minutes	
↓	Consider contacting Children's Social Care and the Police. Advise that you have an abandoned child at your school. Have names, addresses and contacts ready. Explain what steps you have already taken to locate a responsible adult for the child. CSC and the Police may pass any useful information back to enable school to assist in locating the parent/carers. Notice of actions should be left at the home address.

Child should remain in school where he/she feels safe and with staff he/she knows and trusts so there is no additional stress to the young person. In liaison with school staff, Children's Social Care should try to identify a placement with a person known to the child. If no placement can be identified then the child may be placed in a foster placement as they have been technically abandoned. Notice of actions should be left at the home address. |

+ 24 hours	
	Record of actions should be made by all agencies. School recording should be completed and kept by the Senior Designated Person.

Please note: Children should not be released to the care of persons who are not competent because of alcohol or drugs. Safeguarding procedures should be followed and referral to Children's Social Care and the Police should be actioned

Regular late collection of a child could be an indicator of other safeguarding concerns. As a result, formal records should be kept by school of parents who arrive late to collect their child (date, times, explanations, etc.) to aid potential future contact with Children's Social Care