



DORMANSLAND PRIMARY SCHOOL

SUPERVISION OF CHILDREN WHOSE PARENTS FAIL TO COLLECT THEM AT THE END OF THE SCHOOL DAY

Introduction:

This policy has been written in compliance with the recommended practice guidance from Surrey County Council.

School Practice A:

1. All children are regularly reminded in school that they **must** return to the school office and report to a member of staff in there is no-one to collect them at the end of school, when they had been expecting someone.
2. Children must report to a member of the school staff, who will instruct them to wait on the sofas in the foyer **inside** the security doors until an authorised adult collects them.
3. Unless otherwise informed, if you are late to collect your child, they will always be waiting in this secure area at the school office entrance to the building, as we can supervise them here and be aware of who arrives to collect them.
4. If no-one has collected a child half an hour after the finish of their school day, we shall attempt to contact:
 - the parents or those we have listed in our records as having parental responsibility;
 - those listed on the contact form by the child's parent/s as people who may assume responsibility in an emergency.

Parents are expected to provide and update the contact numbers and home addresses that we have listed on the contact form for their child. We also expect the names, addresses of telephone numbers of those responsible adults—to be contacted in the event of an emergency—to be fully up to date at all times.

If a parent or carer knows that s/he is likely to be late, the school must be informed immediately.

School Practice B:

(in the event of not being able to contact anyone with parental responsibility for a child)

1. At approximately 4.30pm, or one hour after initial concerns have been raised about non-collection of a child, the Head Teacher, as Designated Child Protection Officer for the school, will contact the Social Services Area Office to check whether the family is known to them and to raise concerns about non-collection. The school's Link Social Care Worker and the Chair of Governors will also be informed.

In the event of the Head Teacher's absence, this will be carried out by an authorised member of the Senior Leadership Team.

2. If, by 5.30pm, it has been impossible to transfer the care of a child to an adult authorised by the parent, the Head Teacher or senior member of staff may refer the matter to the Emergency Social Care team.
3. The Assessment team manager or appropriate contact will agree a plan with the school staff as to how best to move forward.
4. After the event, it would be expected that the Head Teacher will have an urgent meeting with the parent, in order to discuss the detrimental effects that late collection can have on children and to offer any assistance possible to ensure this is not repeated.