

## Non-Collection of a Child Policy and Procedures

This policy is applicable to all of the schools of the Stephen Perse Foundation (the **Foundation**). It is applicable to the whole school community including those pupils in the Early Years Foundation Stage (**EYFS**).

The Foundation takes its responsibility for the safety of its students seriously. The Foundation recognises that it has a statutory duty to safeguard and promote the welfare of students, and that this duty extends to having arrangements in place for dealing with children who are not collected at the end of the school day, or at the end of an authorised activity.

Parents/carers will be informed of our procedures, in writing, when their child starts at the Foundation. On admission of their child to the Foundation, parents/carers are kindly asked to ensure that they 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 uncontactable or in the case of an emergency.

This information should be updated annually or whenever circumstances change.

It is the parents'/carers' responsibility to ensure that the student is collected by a responsible person. Parents/carers are kindly asked to ensure they (or a nominated adult with photo ID, if requested, and collection password for pupils in EYFS) collect their children at the relevant time. If, in an emergency, parents/carers are unavoidably delayed, they must notify the relevant school immediately. In the event of a student not being collected at the end of their school day (or after any additional clubs/activities), the Foundation agrees to care for the student until such time as they have 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.

A record of any late collection should be logged in MyConcern. The Designated Safeguarding Lead (DSL) or Deputy Designated Safeguard Lead (DDSL) will review the record of incidents where parents/carers do not collect a student 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 Foundation's Safeguarding and Child Protection policy.

In situations where the Head of School considers it appropriate, a letter will be sent to the parent/carer notifying them of the arrangements put into place for their child.

In the event that a student is not collected, the relevant Head of School or DSL/ Deputy DSL will be notified and the procedures below will be followed.

**Nursery and Early Years Procedures**

While waiting to be collected, children attending the morning session will join the afternoon session. Children that attend full time in the Nursery, Kindergarten or Reception classes will remain with familiar staff in the Nursery or Early Years classrooms as appropriate. The staff will offer as much support and reassurance as necessary. If the reason for the delay is unknown, a member of staff will call all of the parents'/carers' contact details. Messages will be left on any answer-phone, requesting a prompt reply. The Foundation procedures will then be followed.

**Years 1-6 at the Junior School Fitzwilliam Building and Dame Bradbury's; and the Senior School**

The student will remain under staff supervision in the designated Late Stay facility. If the reason for the delay is unknown, a member of staff will call all of the parents'/carers' contact details. Messages will be left on any answer-phone, requesting a prompt reply.

**Foundation Procedures:** If this is unsuccessful, the adults named as 'Emergency Contacts' on the student's file will be contacted; their details are stored with the student's information in SIMS. Every effort will be made to contact the parents and nominated emergency contacts.

If a student has not been collected and no contact has been made **within one hour** of the usual collection time, the relevant Head of School or Senior Member of Staff on Duty will call the Multi-Agency Safeguarding Hub (MASH) on **0345 045 5203** or Cambridge Emergency Duty Team after 5.30 p.m. on **01733 234724** and request a discussion with the Duty Social Worker for Children's Services. Regarding a student at Dame Bradbury's, contact will be made with the Essex Emergency Duty team on **0345 606 1212**.

Social Care will give advice and make appropriate checks. However, the Foundation 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 police to visit the home address; the Police themselves cannot provide a place of safety for students.

If attempts to contact a parent/carer are still unsuccessful, the Foundation and Social Care will jointly take responsibility for arranging for the student to be transported to the Social Care Unit/team, (or other appropriate venue) who will arrange a place of safety. This is considered a last resort and parents/carers should do their best to ensure this is not necessary. Social Care will notify the Foundation of the student's placement and provide contact details as appropriate. It will be the intention to return the student to the parents/carers at the earliest opportunity.

A report of the incident will be kept on the student's file within MyConcern.

**Sixth Form**

In the Sixth Form, our students make their own way to and from the Sixth Form and, when the need arises, we will assist our students if required. Students are expected to go home/to their boarding

house or to an appropriately staffed alternative Sixth Form building at a specific time unless they are staying late for a function. For further information, please refer to the Supervision of Pupils Policy.

**Procedure for non-collection at destination stop for home school transport (by a parent/carer)**

In the event that a parent/carer is not at the destination stop for home school transport to collect their child, the driver will wait for five minutes at the destination and then inform the Foundation. The pupil will then be returned to the relevant school while the Foundation seeks to contact the parent/carer. If the parent/carer is unobtainable within one hour of the driver having arrived at the stop, the Foundation will liaise with Social Care via the MASH, on 0345 045 5203 following the procedure outlined above. The driver will contact Social Care directly if they are unable to speak to a member of staff at the Foundation.

At all schools, the Office staff will contact the relevant Head of School or senior member of staff on duty to make them aware that a student is being brought back to school.

**Major Incidents**

If an incident occurs which results in a large number of students not being collected, the relevant Head of School or DSL/Deputy DSL will contact Social Care at the earliest opportunity because it may be necessary to accommodate the students at a single location until appropriate arrangements can be made. If the nature of the incident is serious, it may be that the arrangements will form part of the Foundation's Emergency Plan or the Local Authority's Emergency Plan.

**Related Policies**

- Supervision of Pupils Policy
- Safeguarding and Child Protection Policy
- Foundation Transport Services - Terms and Conditions of Use

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**Version Control**

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