



HULL COLLEGIATE SCHOOL

UNCOLLECTED CHILD

Hull Collegiate School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

Hull Collegiate School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

This document is available to all interested parties on request from the main school office and should be read in conjunction with the following documents:

- Child Protection (Safeguarding)
- Missing Pupil Policy
- Supervision Policy

This document is reviewed annually by Mr A Norburn and Mrs A Kell or as events or legislation change requires. The next scheduled date for review is September 2017.

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Policy Statement

Hull Collegiate School is committed to taking the necessary steps to safeguard and promote the welfare of its pupils and we undertake to look after safely any pupil who is not collected from school at the appointed time.

The school will make every reasonable attempt to contact the parents (or other nominated carer) but if there is no response from any of the contact or emergency numbers provided to the school, the school will contact the relevant Social Care Duty Officer who will be responsible for making emergency supervision arrangements for the pupil. This may involve contacting the Police.

The school is sympathetic to the parent/guardian of a pupil who, where the circumstances are exceptional, is not collected at the appointed time. However, Hull Collegiate School reserves the right to charge a fee for late collection to cover the additional time worked by our staff.

Key Personnel

The designated senior person for child protection in the Senior School is:

Mr C Wainman, Assistant Headteacher (Care and Guidance)

The designated senior person for child protection in the Prep School is:

Mrs A Kell, Headteacher, Prep School

The designated senior person for child protection in the EYFS setting is:

Mrs A Kell, Headteacher, Prep School

The deputy person for child protection in EYFS and the Prep School is:

Mrs A Meltham, Assistant Head, Prep School

Mrs C Smith, Assistant Head, Prep School

The East Riding of Yorkshire Social Care Duty Officer can be contacted on 01482 395500 or 01482 880826 out of office hours.

Procedures

These procedures are intended to ensure that pupils at Hull Collegiate School are looked after safely in the event a pupil is not collected at the appointed time. Initial procedures may vary according to the age and maturity of the pupil and the time of day (see sections below), but under no circumstances will a member of staff go to look for a parent or take the pupil home with them.

After making every reasonable attempt to contact the parents (or other nominated carer), and if there is no response from any of the contact or emergency numbers provided to the school, the relevant Social Care Duty Officer (or whoever is relevant – see key personnel section) must be contacted and it is they who will be responsible for making emergency supervision arrangements for the pupil.

A full written report of an incident of an uncollected pupil is always made to the Headteacher/Headteacher, Prep School and, where appropriate, Ofsted is informed.

Senior School

Procedure carried out by the school in the event of a parent or carer failing to collect a child at the end of school (4.00 pm):

If a pupil misses the school bus or has not been collected by car at the end of the school day, the pupil will be advised to go to the Main Reception where Mrs P Palmer will contact the pupil's parents. The pupil will stay with Mrs Palmer or a member of the office staff until the parents arrives to collect them. If the parents cannot collect their son/daughter within ten minutes, the pupil should wait in the After School Homework room (F15). Mrs Groves (in charge of After School Homework) will inform the pupil when the parent arrives to take them home. If no contact has been made by 6.00 pm a member of the Senior Leadership Team will be informed, Social Services will be contacted and appraised of the situation and the child will be supervised by a member of staff until either a member of the Social Services team, or the named adult arrive to take over care of the child.

Procedure carried out by the school in the event of a parent or carer failing to collect a child from After School Homework Club or following an out of hours trip or sports fixture:

Members of staff in charge of the After School Homework Club and out of school sports fixtures and trips will remain with the pupil until contact has been made with parents/carers; these members of staff will have access to Emergency Contact details either an electronic copy or a hard copy in the event of a fixture/trip. In all instances, a member of the teaching staff will remain with the pupil until they are collected from school. A member of the Senior Leadership Team will be kept informed of the situation. If no contact has been made by 6pm, or by 45 minutes after the expected collection time, a member of the Senior Leadership Team will be informed, Social Services will be contacted and appraised of the situation and the child will be supervised by a member of staff until either a member of the Social Services team, or the named adult arrive to take over care of the child.

The following personnel are authorised to supervise pupils awaiting collection and to call the Social Care Duty officer:

- all members of the Senior Leadership Team
- any teacher leading a trip or sports fixture
- After School Homework Club Leader or a member of the office staff.

Prep School

Procedure carried out by the school in the event of a parent or carer failing to collect a child at the end of school (3.20/3.45 pm):

A member of staff will remain with the child and ask the office staff to contact the parents/carers using the Emergency Contact numbers supplied to the school. If the named adult has not collected the child by 4.10 pm, the child will be escorted to After School Care and these staff will either be informed of the named person due to collect the child, or will continue to attempt to make telephone contact as above. If no contact has been made by 6.00 pm, the Headteacher or another member of the Prep Leadership Team will be informed, Social Services will be contacted and appraised of the situation and the child will be supervised by a member of the After School Care staff until either a member of the Social Services team, or the named adult arrive to take over care of the child.

Procedure carried out by the school in the event of a parent or carer failing to collect a child from After School Care or following an out-of-hours trip or sports fixture:

A member of staff will remain with the child and contact the parents/carers using the Emergency Contact numbers supplied to the school. A hard copy of these may be found in the Prep School office. If no contact has been made by 6.00 pm, or by 45 minutes after the expected collection time, the Headteacher of the Prep School or another member of the Prep Leadership Team will be informed, Social Services will be contacted and appraised of the situation and the child will be supervised by a member of the After School Care staff until either a member of the Social Services team, or the named adult arrive to take over care of the child.

The following personnel are authorised to supervise pupils awaiting collection and to call the Social Care Duty officer:

- Headteacher, Prep School
- all members of the Prep Leadership Team
- any teacher leading a trip or sports fixture
- ASC manager and deputy manager.

EYFS setting

Procedure carried out by the school in the event of a parent or carer failing to collect a school-aged child at the end of school:

A member of staff will remain with the child and ask the office staff to contact the parents/carers using the Emergency Contact numbers supplied to the school. If the named adult has not collected the child by 16.00, the child will be escorted to After School Care and these staff will either be informed of the named person due to collect the child, or will continue to attempt to make telephone contact as above. If no contact has been made by 18.00, Social Services will be contacted and appraised of

the situation and the child will be supervised by a member of the After School Care staff until either a member of the Social Services team, or the named adult arrive to take over care of the child.

Procedure carried out by the school in the event of a parent or carer failing to collect a nursery-aged child at the end of school:

Any uncollected child due to be collected at 3.30pm will remain in the Nursery with the Evening Nursery staff, who will ask the office staff to contact the parents/carers using the Emergency Contact numbers supplied to the school. If the named adult has not collected the child by 4pm, the child will remain in the Nursery with the Evening Nursery staff and these staff will either be informed of the named person due to collect the child, or will continue to attempt to make telephone contact as above. Any uncollected child due to be collected at 6pm will remain in the Nursery with a member of the Evening Nursery staff, who will attempt to make telephone contact as above. If **no contact** has been made by 6.20pm, Social Services will be contacted and appraised of the situation and the child will be supervised by a member of the Evening Nursery staff until either a member of the Social Services team, or the named adult arrive to take over care of the child.

Up until the point the pupil is collected or handed into the care of Social Services they will be cared for by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

Major Incidents

In the event of a major incident with the potential to affect the ability of parents to collect pupils at the appointed time, the Headteacher/Headteacher of Prep School will endeavour to make arrangements to keep the school open and provide emergency supervision.

This policy applies to all members of our school community including those in our Early Years setting