

## Non-Collection of a Child Policy and Procedures

This policy is applicable to the Stephen Perse Foundation (the **Foundation**) which comprises the Stephen Perse Pre-Prep Schools (City and Madingley), the Stephen Perse Junior School, Dame Bradbury's School, the Stephen Perse Senior School and the Stephen Perse 6th Form College. 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 unobtainable 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 or collection password) 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 his/her school day (or after any additional clubs/activities), the Foundation agrees to care for the student until such time as he/she has 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.

The Foundation's Designated Safeguarding Lead (**DSL**) will keep a 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. The Pre-Prep refers to our Madingley and City schools, as well as Dame Bradbury's Pre-Prep.

**Pre-Prep (City, Madingley and Dame Bradbury's)**

While waiting to be collected, Kindergarten children attending the morning session will join the afternoon session. Children attending the Pre-Prep full-time or in the afternoon will join our Late Stay facility. The child will be supervised by members of staff who will offer as much support and reassurance as necessary.

**Foundation Procedures: Pre-Preps, Dame Bradbury's, Junior School and 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.

If this is unsuccessful, the adults named as 'Emergency Contacts' on the student's Confidential Family Information form 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 1362** 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.

### **6th Form**

In the 6th Form, our facilities are staffed until 6 p.m. Our students make their own way to and from the College and, when the need arises, we will assist our students if required.

### **Procedure for non-collection at Park and Ride (by a parent/carer)**

In the event that a parent/ carer is not at the Park and Ride 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 Park and Ride, the Foundation will liaise with Social Care via the MASH, on 0345 045 1362 following the procedure outlined above. The driver will contact Social Care directly if she/he is unable to speak to a member of staff at the Foundation.

At Dame Bradbury's, in the event that an Early Years child is not collected from the minibus at the Park and Ride, the chaperone will return to school along with the child and bus driver.

At all schools, the Office staff will call 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 Policy
- Safeguarding and Child Protection Policy
- Foundation Transport Services - Terms and Conditions of Use

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**Version Control**

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Policy owner	Head of Pre-Prep
Authorised by	Senior Leadership Team