

Whingate Primary School



Dealing with children not collected from school at the end of the school day and/or school activity.

Procedure:

- Inform a member of our Safeguarding Team; Mellanie Rose, Designated Safeguarding Lead Officer, Melissa Varley, Rachel Christopher-Walker, Assistant Head, Claire Beswick or Karen Loney, Co Headteachers
- Every effort should be made to contact the parent/carer, all named contacts and check the messages in case one has been left on the school phone.
- If possible make a home visit.
- If the child has not been collected by 4:30pm (or within 30 minutes of the end of the school activity if later), and no contact has been made with parent/carer or named contact one of the Co-Headteachers or Designated Safeguarding Lead will:
 - Inform the allocated social worker for the family if there is one or phone 101 (police non-emergency)
 - Provide the following information:
 - Circumstances of incident
 - Child's details
 - Name / date of birth / address
 - Ethnicity / religion / language
 - SEN / behavioural difficulties / medical needs
 - Parent/carer details e.g. name, address, telephone numbers
 - Any current or previous child protection concerns
 - Any previous incidents of not being collected from school

Keeping children and adults safe