



## Allendale Primary School

### Procedure for failing to collect a child from school.

#### Prevention:

Allendale Primary School acts in loco parentis and should ensure that parents and carers have school's telephone number and that they are familiar with the expectations regarding providing contact details and collecting their child from school at the required time. We will ensure that we collect contact details and emergency contact details for each pupil, but parents must ensure that if details change, they let school know.

Serving a wide rural area means that the home time arrangements for our children are diverse, some being collected from the playground and some travelling on school transport. We ensure that there are at least two members of staff accompanying the children to the buses and at least three on the school playground, to ensure that the children are collected safely.

All parents should inform school, preferably in writing, if arrangements for collecting their child at home time change. Staff cannot be held responsible for allowing a child to travel on a bus if it not their usual routine and parents/ carers have not notified school. If a child is adamant that their home time arrangements have changed, staff will endeavour to contact the child's parents and confirm this. However, if the parents/carers are unable to be contacted, it will be assumed that the child is following their regular home time procedure.

If parent / carer fails to collect their child from the playground, a member of staff on duty will stay with the child on the playground until 3.40pm. If the parent/ carer has still not arrived the child will be taken into school and asked to wait in the library or in a classroom with a member of staff. A member of staff will phone the parent / carer and inform them that their child is awaiting collection at school.

If the parent/ carer cannot be contacted, the parent will be given until 4.00pm to arrive. If the child has still not been collected, emergency contact numbers will be used in order for the child to be collected.

In the rare event that the emergency contact cannot be contacted, the Community Police Officer, Yvonne Clement at Haltwhistle Police Station, will be contacted on 01434 604111 and informed that a child has not been collected and that contact cannot be made with parents.

**This would be a very exceptional circumstance.**

September 2015

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Review date

September 2017