

# Viking Academy Trust



## After School Procedure for Uncollected Children Chilton Primary School

The VIKING ACADEMY TRUST 'After school procedure for Uncollected Children' for Chilton Primary School' has been written after consultation with staff and following KCC / DfE guidance.

**Approved by the Trust: Term 3 2017**

**Reviewed annually: Term 3**

**Last review date:**

**Signed:**

**Chair of Trust**

# After School Procedure for Uncollected Children

## The Viking Academy Trust

### Cilton Primary School

#### Schools in the Viking Academy Trust (VAT)

These are:

Cilton Primary School  
Ramsgate Arts Primary School  
Upton Junior School

This 'After School Procedure for Uncollected Children' policy is specific to **Cilton Primary School**

#### After School Procedure for Uncollected Children

##### Procedure for children missing/absent at the end of the day

As the school acts in loco parentis, a child's welfare remains the school's responsibility until the child has been taken to Social Care's Referral and Assessment base.

SITUATION	ACTION
Child not collected by parent / carer after school	1. School tries to contact parent / carer using the emergency telephone numbers that should be provided

<p>No contact made with parent / carer by 4:30pm</p>	<p>2. School contacts KCC First Response Team - (Social services) 03000411111 (Kent Contact Centre) 03000414141</p> <p>If contact with First Response is unsuccessful school to contact local police service on 999</p> <p>3. School continues to try to make contact with parent / carer and named contacts including visiting address if feasible and appropriate</p> <p><i>Please note that if a school has not made contact with the Referral and Assessment Service by 5pm, calls may be handled by the Emergency Duty Team. This may result in considerable delay to action being taken by Social Care.</i></p>
<p>No contact made with parent / carer by 6:00pm</p> <p>Once a pupil has been taken to the Referral and Assessment base the pupil is regarded as a "child in need" by Social Care and will be accommodated under Section 20 of the Children Act. As such, the matter will be considered as a child protection issue by Social Care.</p>	<p>4. School takes pupil to the Referral and Assessment base where Social Care will take responsibility for the child. Or acts on guidance from local police/Social Care.</p> <p>(If the school is unable to provide transport a taxi service can be used.)</p> <p>School makes appropriate arrangements for staff / escort to accompany pupil to Referral and Assessment base.</p>

	<p>School to drop off letter at home address stating that the parent / carer needs to contact the Emergency Duty Team (give number) to find out the location of their child.</p> <p>School ensures that the following information is provided for Social Care:</p> <p>Child's name</p> <p>Child's date of birth</p> <p>Home address</p> <p>Other addresses given by parent / carer for emergency contact</p> <p>Contact details for a minimum of three people who are responsible for the child (if possible)</p> <p>Child's ethnicity</p> <p>Child's religion</p> <p>Information on special educational needs</p> <p>Health information (eg medication, allergies)</p>
<b>Follow up action</b>	<p>School to refer parent / carer to Attendance and Intervention Team.</p> <p>Attendance and Intervention Team to write to parent / carer.</p> <p>School to charge for late collection of children from after school club as advertised and agreed rate with a warning that repeated late collection may result in removal of the place.</p>
<b>Child missing at end of school day</b>	<p>1. Staff to look around immediate area</p>
<b>Child not found</b>	<p>2. One member of Staff to inform SLT whilst wider school is searched</p>

<p><b>Child not found</b></p>	<p>3. If the child is not on school premises then call the police 999- giving the following information School ensures that the following information is provided for Social Care:</p> <p>Child's name  Child's date of birth  Home address  Other addresses given by parent / carer for emergency contact  Contact details for a minimum of three people who are responsible for the child  Child's ethnicity  Child's religion  Information on special educational need  Health information (eg medication, allergies)</p> <p>4. Inform parents of situation</p>
<p><b>Key Staff</b></p>	<p>Head of School &amp; DCPC: Kate Law</p> <p>Deputy Headteacher: Natalie Barrow</p> <p>Assistant Head and Safeguarding Governor: Hannah Cheshire</p> <p>Learning Mentor / Flo: Angela O'Grady</p> <p>Executive Headteacher: Michaela Lewis</p>