

Christ Church NW1

Collection of Children Policy



Summer 2017

Christ Church
CE Primary School
Regents Park
NW1 4BD

Christ Church C of E Primary School
Collection of Children Policy

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Mission Statement

**The Christian Faith is at the heart of our school community.
At Christ Church we care for each other and learn together.**

Christ Church is a small, caring school which is committed to a broad, balanced curriculum and to a continual raising of standards. We aim to contribute to the spiritual, moral, cultural, mental and physical needs of every individual.

We are a Church of England school, with a strong commitment to the teaching of Christianity whilst supporting a multi-faith approach to the curriculum. We recognise, value and celebrate the rich cultural diversity that exists in our school.

The Christian ethos of the school is reflected in our positive, disciplined and calm atmosphere. We believe that effective learning takes place when children work in a purposeful and stimulating environment that supports a wide range of learning styles. Mutual respect between adults and children promotes excellent behaviour and well developed social skills. With this approach we seek to achieve high academic standards.

We aim to cater for each individual, taking particular account of any specific needs or abilities. We endeavour to ensure that all our children fulfil their potential and, within this context, we emphasise health and safety, enjoyment and achievement and the beginnings of responsibility for themselves and others. These skills will be carried forward to the next phase of education and throughout life.

The whole school community is committed to a collective responsibility for the implementation of the values inherent in this statement.

Our School Aims - Every Child Matters

The Ethos of the School

The school aims to provide a positive, disciplined, purposeful environment, within a Christian context. We aim to teach children to be caring, to exhibit good behaviour and appropriate social skills and to begin to take responsibility for themselves and others.

The Values of the School

The School aims to value every child and to contribute to the Spiritual, Moral, Cultural, Mental and Physical well being of our whole school community. We value the diversity of our community and we aim to promote the health and safety of everyone.

The Standards of the School

The School aims to teach a balanced Curriculum and to ensure that each child fulfils his or her potential. We aim to provide teaching and learning of a high standard. We believe that this is achieved when pupils are highly motivated, enjoy coming to school, and are appropriately challenged.

Christ Church C of E Primary School
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Date of policy: Spring 2017

Review date: Spring 2019

Introduction

This policy can be used whenever a child has not been collected from school at the end of the day and it has not been possible to contact their parents or carers. The majority of these cases will arise because there has been a misunderstanding between parents and carers about collection or due to an unexpected, exceptional difficulty preventing parents and carers from reaching the school. Although these are time consuming for the school and upsetting for the child, they usually result in the child being collected late.

Where children are collected late from school on a regular basis, the school can make a referral to the Education Welfare Service and the matter will be followed up. However, there will be the occasions when parents and carers fail to collect a child due to an accident, illness or other emergency which will result in the child not being able to go home at the end of the day. On these occasions, it is important that these procedures are followed so that the child can be looked after in a safe and welcoming environment.

This school policy has been written using the Camden model which was developed in consultation with Camden Family Services and Social Work (FSSW) and the Police Child Abuse Investigation Team. Camden Play Services have a separate policy relating to children who are uncollected from after-school clubs and holiday play schemes.

Policy

The school and Camden work to the London Safeguarding Children Board child protection procedures which allow teachers to make alternative arrangements for the child's care. If there are no immediate child protection issues, teachers should:

- establish the child's understanding of the whereabouts of the parent or responsible person and of the arrangements made;
- if the parent can be located, reunite parent and child and ensure adequate arrangements are in place in future;
- if the parent or responsible person seems likely to return shortly, wait with the child.

If the parent or responsible adult has not arrived within 30 minutes, the school should contact the child's emergency contact person and arrange for the child to go to them. If this is not possible, FSSW should be contacted by 4.30pm.

Collection by people other than the child's parent/carer

- A sibling (aged fourteen and older) can collect a child from school as long as written or verbal permission has been given by the parent to the class teacher or Admin staff.
- Children in Years 5 and Years 6 can go home alone once the parent or carer has signed the relevant school form.
- Other parents or carers can collect a child (other than their own) providing this is likely to happen regularly and written permission has been given to the school.

Procedures

If a child has not been collected, the school should make every possible attempt to contact the parents, carers or another family member. The child

may be able to indicate if there is something out of the ordinary. On some occasions another parent may offer to take a child home with them. Schools should never release a child into the care of another adult who is not a family member or the child's emergency contact person without the consent of the parent or carer, and members of staff should not take children home with them. The school office will regularly seek current phone numbers and contact arrangements for each child in the school.

- If no contact has been made and no one has arrived to collect the child, then the duty social worker at the relevant FSSW office should be contacted at 4.30 p.m.

FSSW North - West End Lane Office	FSSW South - Crowndale Office
Children living at addresses in Hampstead, Gospel Oak, West Hampstead, Swiss Cottage, Highgate and Kilburn	Children living at addresses in Kentish Town, Chalk Farm, Camden Town, Regents Park, Somers Town and Holborn
020 7974 6600	020 7974 6094

It may be necessary for the child to be taken from the school to a FSSW office. Teachers should be advised not to transport children alone in their own cars and may wish to consider taking the child by taxi or mini cab.

A child should not be sent to a play centre if the parents or carers have not arrived. It is the responsibility of the school to try to contact the parent or pass the matter on to FSSW. Play centres have their own procedures for uncollected children.

Once the child is in the care of FSSW, they will take the responsibility for tracing the parents or carers. The duty social worker will make arrangements for the child to be looked after until the parents or carers can be traced.

Action by social workers

Social workers should make all efforts to contact parents and carers, such as putting a note through the door of the home address, leaving messages on answer-phones or with relatives and neighbours giving details of where to collect their child.

If parents do not arrive by 5.30, arrangements should be made to place the child with a family member or at an emergency placement with a Camden foster carer and a message left with parents to inform them of actions taken.

A referral should be made to the EDT explaining the situation so that in the event that parents come forward out of hours, the EDT worker can take any necessary action to re-unite the child with their parent or carer.

It is anticipated that these guidelines will be used infrequently. However, on the occasions when they are necessary, it is anticipated that they will enable a school to deal effectively with an uncollected child in co-operation with FSSW.

Children who are regularly collected late from school

In this instance, the head will speak to the child's parent/carer to see what school support could be put in place to prevent a reoccurrence. The head will also make it clear that if the behaviour continues, sanctions will apply i.e. a referral to the EWO (Education Welfare Office) or to the FSSW.

If a child is regularly picked up late and the parent cannot be contacted by 4.30, the school reserves the right to contact the FSSW duty team. A record of continuous late collection will be kept for the school as evidence for external partners.