

AFTER SCHOOL POLICY FOR UNCOLLECTED PRIMARY AGE CHILDREN

This policy was adopted on: July 2012

This policy is to be reviewed on: July 2016

As the school acts in loco parents, 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 3 emergency telephone numbers that should be provided.
No contact made with parent/carer by 4pm	2. School contacts the Referral and Assessment Service before 4.30pm -for pupils living in Lambeth-020 7926 7856 (for pupils not resident in Lambeth, school contacts relevant Social Care department.) 3. School continues to try to make contact
No contact made with parent/carer by 6pm <u>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.</u>	4. School takes pupil to the referral and assessment base where Social Care will take responsibility for the child. (if the school is unable to provide transport, a taxi service can be used.) <ul style="list-style-type: none"> • School makes appropriate arrangements for staff/escort to accompany pupil to Referral and Assessment base. • School to drop off letter at home address stating that the parent/carer needs to contact the Emergency Duty Team (020 7926 1000) to find out the location of their child. <p>School ensures that the following information is provided for Social Care:</p> <ul style="list-style-type: none"> • 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 or are prepared to take responsibility for the child • Child's ethnicity • Child's religion • Information on special educational needs health information (e.g. medication allergies)

Please note that if a school has not made contact with the Referral and Assessment Service by 5pm, calls will be handled by the Emergency Duty Team. This may result in considerable delay to action being taken Social Care.