

WHAT HAPPENS IF I CANNOT COLLECT MY CHILD FROM SCHOOL? INFORMATION FOR PARENTS/CARERS



We know that parents/carers always try to collect their children from school on time. This leaflet is designed to reassure you that your child will be kept safe if you are ever unable to get to school to collect your child (eg because of an illness or accident).

If something happens which may mean you will be late to pick up your child:

- You should always try and contact the school and make arrangements for your child to be collected by a friend or neighbour.
- Schools **will not** allow your child to go home with someone other than you nor will they send your child to an after-school club or play centre unless you have given explicit permission. Please make sure you inform the school if your child is being collected by someone else.
- Adults who are collecting children from Nursery, who are not known to the Nursery team will be required to use the password that was agreed with the parent at the time of admission. If the adult is not able to disclose the password, the child will not be allowed to leave the premises with them.
- If you are not able to contact the school they will try and contact you or the emergency contact you have provided.



If the school cannot contact anyone, they will make every effort to reassure your child and keep him/her in a friendly and familiar place until you arrive. If no one has come by 5pm and no contact has been made, the school will contact the Duty Social Worker who will arrange for your child to be looked after until you are traced. This may involve taking the child to a Social Services Office or waiting in a public building with a responsible professional or being placed with a temporary foster carer. Placement with a foster carer will be an informal arrangement until 10 pm but after that time the child will be formally accommodated under Section 20 of the Children Act.

A note will be left on the school door telling you who to contact to find out where your child is. The Police Child Protection Team will be notified if the Social Services Department places the child with a foster carer.

We hope this information reassures you that your child will be kept safe. Please do not hesitate to contact the school if you have any queries about the procedures to be followed.

