



After School Procedure for Uncollected Children or 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	<ol style="list-style-type: none"> 1. School tries to contact parent/carer using the emergency telephone numbers that should be provided
No contact made with parent/carer by 4.30 pm	<ol style="list-style-type: none"> 2. School contacts Hackney First Response Team – for pupils living in Hackney – 0208 356 5500. (For pupils not resident in Hackney, school contacts relevant Social Care department). If contact with First response is unsuccessful school to contact local police service on 020 7275 3281. 3. School continues to try to make contact with parent/carer and named contacts including visiting address is feasible and appropriate. <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>
No contact made with parent/carer by 6.00 pm 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	<ol style="list-style-type: none"> 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>Children Act. As such, the matter will be considered as a child protection issue by Social Care.</p>	<p>(If the school is unable to provide transport a taxi service can be used.) School makes appropriate arrangements for staff/escort to accompany pupil to Referral and Assessment base.</p> <ul style="list-style-type: none"> • School to drop off letter at home address stating that the parent/carer needs to contact the Emergency Duty Team (0208 356 5500) to find the location of their child. • School ensures that the following information is provided for Social Care: <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 the child (if possible) - Child's ethnicity - Child's religion - Information on special educational needs - Health information (eg medication, allergies)
<p>Follow up action</p>	<ul style="list-style-type: none"> • School to refer parent/carer to Attendance and Intervention Team • Attendance and Intervention Team to write to parent/carer • School to charge for late collection of children from after school club at advertised and agreed rate with a warning that repeated late collection may result in removal of the place
<p>Child missing at end of school day</p>	<p>1. Staff to look around immediate area</p>
<p>Child not found</p>	<p>2. One member of Staff to inform SLT whilst wider school is searched</p>
<p>Child not found</p>	<p>3. If the child is not on school premises then a senior member of staff will call the police 999 – giving the following information:</p> <ul style="list-style-type: none"> • Child's name • Child's date of birth

	<ul style="list-style-type: none">• 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>Staff to inform Penny Smith/Siobhan Fehim/Rachel Cleverton/ Claire Keady that this call has been made if they are not in the building/involved earlier.</p> <p>4. Inform parents of situation</p>
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