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Headteacher Mrs Angela Wheatcroft B.A. (QTS)



## **PROTOCOL FOR CHILDREN NOT COLLECTED AFTER SCHOOL**

If the parent/carer or other person designated for the collection of a child at the end of the school day does not arrive then the following steps will be taken:

- Attempt to contact the parents/carers or other designated person.
- Attempt to contact other adults identified as emergency contacts.
- Attempt to contact other parents/carers who are known to be friends/neighbours of the child's family to gather information on parent's whereabouts.
- If there has been no contact made by 5.00 pm the police will be informed so they can undertake enquiries in order to locate the child's parents/carers.
- If the police enquiries result in no location of the parents/carers then Social Services will be informed so the child can be cared for.
- The Headteacher will discuss the incident with the parents/carers at the earliest opportunity in order to address the issue.