



HILLINGDON

LONDON

Protocol for Children Left After School

Education Welfare Service and Social Care have agreed the following protocol to support schools and children when children are left after school (to include all Academy, Independent & Free schools).

The statutory framework that supports this protocol is section 20 of the 1989 Children Act. This dictates that it is only reasonable for a Local Authority (Hillingdon) to take a child into care when all alternatives have been exhausted in contacting those with Parental Responsibility (or their nominated deputies). Timescales are a key element to the 'reasonableness' test.

School Responsibilities:

1. Schools have a duty of care towards Primary, Nursery and SEN pupils who are left in school and not collected by their parent or nominated deputy after the school day has finished. Responsibility for the child still lies with the parent.
2. On the school's Admissions form, a nominated person/people, who will take responsibility for the child in an emergency, must be identified with emergency telephone numbers and addresses. This includes mobile numbers. The contact details should be updated by schools and parents at least annually. The emergency contact is in addition to the parent contact.
3. It must be made clear to the parent (on the Admissions form, in the school parental handbook, home/school agreement, parent's information evenings, and school website), that the child is their responsibility after the school day has finished. Should they fail to collect the child, or fail to make alternative arrangements, or their emergency contacts are unavailable, then the following arrangement procedures are put in place:-
 - From the end of the school day until 5.00 p.m, the school can consult the Education Welfare Service Duty Officer (01895 250858) or your Education Welfare Officer on their work mobile to discuss the options for childcare which would be most suitable. **Children should stay in After School Club or hobbies in the meantime. Any costs incurred are the responsibility of the parent. School personnel are at liberty to walk a child home if**



the parent is incapacitated at home, on an emergency basis. Children may be driven in staff's personal cars if insurance allows for the carrying of passengers and the driver is accompanied by another colleague with CRB clearance.

- The Duty Education Welfare Officer may home visit the family address to check if the parent is incapacitated if no contact has been possible before 5.00 p.m.
- If the child and their family is already known to Social Care (the Duty EWO will check this on the Hillingdon database 'Protocol'), that service will be alerted immediately.

School and LA Responsibilities

1. For pupils with Special Educational Needs of any age who use Hillingdon transport (taxi or mini bus), where the parent or carer is not at home to receive them; the driver or escort should deliver the remaining children on that route and then return to the unanswered address. At the initial no reply, they should contact the school to make enquiries and trigger the emergency contacts. After 4.30 p.m, if there is no contact made, the driver or escort should contact the Education Welfare Service with all available pupil care information that school has shared. The Duty EWO will then source an emergency place with the Social Care Placement Team. Should no provision be accessed by 5.00p.m, Hillingdon's Emergency Care Team will be alerted to provide an appropriate place of safety for the child.
2. If **any child** has not been collected (by parent or deputy) or been able to be delivered home by 5.00 pm, school or transport officer must contact the Emergency Care Team Duty Officer through the main switch board on 01895 250111. If a parent or carer fails to collect a child more than once in a half term with no good reason, a CAF is recommended from school to Education Welfare Service (initially) to assess any underlying concerns.
3. Children who do not live in Hillingdon are the responsibility of their resident Authority. Hillingdon Education Welfare Officers have no legal right to visit these homes. Resident Authorities are responsible for accommodating children left at school in Hillingdon and their Emergency Duty facility should be contacted as soon after 5.00 p.m as possible.

Deborah Bell 01895 250858 dbell1@hillingdon.gov.uk

Service Manager Special Educational Needs, Behaviour, Attendance & Pupil Support

Rev'd **August 2012**