



CONCORDIA
ACADEMY



Monday 15 January 2018

Dear Parent/Carer

Local Safeguarding Children's Board Policy and Procedures for Children not collected at the end of the school day

Concordia Academy has now adopted the above named policy and procedure to safeguard children not collected at the end of the school day, where no contact has been made with the school with an acceptable explanation for the delay. It is recognised that situations occur where children are not collected occasionally for reasons beyond their parents' control, such as a traffic accident. This procedure is intended to help parents and carers in these situations. The knowledge that a procedure exists for managing such problems should give reassurance that the welfare of children is assured.

However, it is very distressing for children to be left at the end of the school day. Parents who persistently collect their children late will be contacted and invited to a meeting with a member of the Police Safer Schools Section and myself to discuss how this matter may be resolved. We take very seriously our duty to safeguard and promote the welfare of your children, and trust the parents of children attending this school will make adequate arrangements for the timely collection of their children at the end of the school day.

Should your child/ren be left at school without contact from you, and we are unable to contact you on any of the home or emergency numbers you have given, procedures are in place as follows: a referral will be made to the Children's Social Care. As a last resort, your child/ren will be looked after by Social Workers from this service until you contact them and arrangements can be made to return them to your care.

It is hoped that all children will be collected at the end of the day and that the above procedures will not have to be invoked.

A copy of the policy and procedures can be viewed at school and/or on the website.

Yours sincerely

Raheel Akhtar

Headteacher

School contact number: 01708 932 710

School email: info@concordiaacademy.co.uk