

## **PROCEDURE TO FOLLOW IF PUPIL IS NOT COLLECTED FROM SCHOOL AT AN AGREED TIME**

The majority of pupils at Fox Wood are transported to and from school by bus or taxi, therefore it is rare for a child not to be collected at the appropriate time. We would contact transport directly if the bus or taxi had not arrived. Some pupils are transported by parents/carers and we would follow the procedure below:

1. School to make contact with parents in the first instance or other family/friends who parents have provided as a second or emergency contact.
2. If the child has a Family Support Worker or Social Worker, school would make contact with them to ask for advice.
3. School to make contact with MASH 01925 443400 to report the incident and advise of attempts made to contact family/friends/social care. Advice will be provided to the school on action to take.
4. Where appropriate, a social worker from the MASH Team will undertake a home visit and make contact with police for assistance. If appropriate the social worker will collect the child from school should attempts to contact parents be unsuccessful.