

## Protocol for Dealing with Children Not Collected from Ely Classrooms at the End of the Tuition Session

### Introduction

Ely Classrooms is committed to ensuring the safety and welfare of all students in both after-school tuition and Alternative Provision (AP) programs. This protocol establishes procedures for situations where students are not collected at the end of a session.

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### Parental Responsibilities and Information

- **Contact Details:** Upon enrolment, parents must provide full contact details, including home and work numbers, mobile numbers, and two emergency contacts.
  - **Collection Responsibility:** It is the responsibility of the parent/carer to ensure students are collected or transported appropriately after each session.
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### Centre's Responsibility

- **After-School Tuition:**
    - **Walking Permission:** For after-school students with parental permission, Ely Classrooms allows walking to and from the center. A signed permission form is required for these students.
    - **Late Collection:** If a student with no walking permission is not collected, staff will remain with the student and contact the parent/carer to confirm pick-up arrangements.
  - **Alternative Provision (AP):**
    - **Transport Options:** AP students may arrive via taxi, parent transport, or, in some cases, transport provided by Ely Classrooms.
    - **Liaison with School:** For AP students, Ely Classrooms will coordinate with the commissioning school to arrange appropriate transport if a collection issue arises.
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### Record Keeping

- **Documentation:** A designated staff member will document incidents where students are not collected on time, particularly if lateness occurs repeatedly without a valid reason.
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### Procedures for Uncollected Children

1. **Immediate Action:** A staff member will stay with any uncollected student until they are safely transported.
  2. **School Contact (AP Students):** For AP students, Ely Classrooms will inform the designated contact at the commissioning school to arrange transport if required.
  3. **Exceptional Circumstances:** In unique situations, a suitably insured staff member may escort the student to the commissioning school or their home, handing them to the designated contact.
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### Communication with Parents

- **Safety Concerns:** Any concerns regarding a student's welfare will be managed according to Ely Classrooms' Safeguarding and Child Protection Policy.

- **Parent Notification:** If needed, parents/carers will be informed in writing of any arrangements made for their child's safe return.
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### **Policy Review**

This protocol is reviewed annually to ensure its continued effectiveness and compliance with safeguarding best practices and relevant legislation.

**Reviewed:** 07/10/24

**Next Review Date:** 07/10/25

Reviewed 7/10/24 Re-review 7/10/25