

'OUT OF HOURS' VISIT DISMISSAL PROCEDURE AND GUIDELINES

Out of hours: For the purpose of these guidelines the EVC has deemed that 'out of hours' means when a visit arrives back *outside* what may be considered to be *an acceptable time after the end of the standard school day*. The EVC considers this time to be 3:45pm onwards.

As a school we have the responsibility of ensuring that the final stage of an educational visit is managed safely and effectively.

It is the Visit Leader's responsibility to ensure that all pupils and staff are fully aware of the dismissal procedures at the end of the visit in accordance with the following guidelines:

- Prior to the visit taking place, ensure that a reply slip/consent form has been completed by the parent/carer stating clearly how they wish their child to make their way home e.g. with their parent/carer/adult family member, walking independently, using public transportation independently. If the parent/ carer has given permission for their child to go home with another pupil/another adult the name of the person collecting their child must be clearly printed on the reply slip. All reply slips must be signed and dated by the parent/carer.
- Prior to the visit, the Visit Leader must ensure that the contact details are accurate for parent/carers so that for example 'Group Call' / messages reach the correct person.
- On arrival back at school the pupils must remain on the coach. They may only be dismissed when their parent/carer/designated adult arrives. *If the pupil has signed permission to make their own way home they may be dismissed from the visit on arrival back at school.*
- The designated person collecting the pupil must make contact with the Visit Leader. The Visit Leader must tick off the register list to confirm that the pupil has been collected. The Visit Leader may appoint additional staff accompanying the visit to help support this procedure.
- If the pupils are unable to remain on the coach for example if the coach company needs to depart quickly or there are parking issues the pupils must disembark the coach with all accompanying staff and be taken to a safe place within the school grounds e.g. playing fields where the above procedures must then be followed.
- If a parent/carer does not come on time to collect their child, the child in question must remain with staff and the Visit Leader must contact the parent/carer/emergency contact to arrange collection. Under no circumstances should a pupil be allowed to go home on their own (unless given prior signed permission or verbal permission has been obtained *at the time* by the parent/ carer). Both pupils and staff must follow the collection procedure/requirement as stated on the reply slip which the parent/carer had completed prior to the trip.
- It is the Visit Leader's responsibility to remain at the school site (along with an additional member of HHGS staff) until the last pupil has been safely dismissed from the trip in accordance with these guidelines.

- Failure to collect: in these highly exceptional circumstances procedures must be followed in accordance with the school Safeguarding Policy and the EVC/ member of the School Leadership Team and/or Head Teacher and the Designated Safeguarding Lead would need to be informed and correct procedures followed as set out below:

Emergency Procedures When A Child Is Not Collected

When a parent fails to collect a child from school or an activity at the expected time, or a parent / carer is not at home to receive the child:

- This will be brought to the attention of the Head Teacher or Designated Safeguarding Lead (DSL). The Head Teacher or DSL will then make every effort to contact the parent/carer or the named alternative carers.
- The DSL will maintain a record of incidents where parents do not collect a child from school or other activities, or are absent when the child is transported home. Any child welfare concerns arising out of such incident (s) will be dealt with in accordance with child protection procedures of the school organisation.
- At least two staff should be present until responsibility for the child is handed over.
- If the child has not been collected/received, and it has not been possible to contact a parent or named carer, 60 minutes after the agreed finish time for the school day/activity, a phone call should be made to the Multi-Agency Safeguarding Hub (MASH) via the Children's Information and Advice Service (CIAS). (0121 303 1888 or 0121 675 4806 – Emergency Duty Team).

For further information please refer to the guidance as set out in the Birmingham City Council April 2016 document 'Emergency Procedures when a child is not collected document' as certain key information will be required and procedures adhered to. The document also sets out the steps that MASH will take.

- In making decisions, Social Care Services and the school/organisation will prioritise interim care arrangements that best meet the child's personal and emotional needs.
- If their attempts remain unsuccessful two hours after the end of the school day/activity, Social Care Services will normally make a decision to assume care of the child and arrange for him/her to be taken to a place of safety such as a foster care or residential home.
- Children's Social Care will confirm the arrangements with the school/organisation and with those caring for the child at that time, and will provide contact details of the child's placement of the time.

It is essential that the relevant paperwork (as detailed in the appendix at the end of the Birmingham City Council document) is completed and appropriately stored.