



MANAGEMENT CIRCULAR

82

Education Services, City Chambers, 40 John Street, Glasgow G1 1JL

December 2018
Management Circular No. 82

To **Heads of all educational establishments**

Emergency Collection of Children and Young People from Educational Establishments

1. Introduction

- 1.1 Children and young people are collected from educational establishments at the end of the day, or in exceptional circumstances, during the day, either by their parents/carers or by a person(s) nominated by their parents/carers. This could include representatives of after-school groups.
- 1.2 In early years establishments children must always be brought and collected by their parent/carer or their nominated representative.
- 1.3 Children and young people may also leave educational establishments, unsupervised, to return home at the lunch break/end of the school day, where their parents/carers consider that they are of age and aptitude to do so.
- 1.4 Exceptions to the above may occur in certain circumstances:
 - a) where transport has been arranged by the authority;
 - b) where urgent medical treatment requires to be sought by the educational establishment on the child's or young person's behalf and parents/carers cannot be contacted;
 - c) where other agencies, in accordance with their statutory duties, require to collect a child or young person from an educational establishment;

2. Procedures to be followed

- 2.1 In connection with Paragraph 1.4 above the following procedures must be undertaken by Heads of Establishment or their nominated representatives:
 - a) Transport

All early years and primary aged children who are transported by the authority must be escorted to their transport by a nominated member of the educational establishment staff who should ensure that the children are handed over to the appropriate driver and/or escort.
 - b) Urgent Medical Treatment

Where urgent medical treatment is required, the establishment's first-aider should arrange

for the child to be escorted and transported to hospital after full consultation with the Head of Establishment. The parents/carers should be contacted immediately and advised of the action which has been taken.

N.B. c) Involvement of outside agencies - e.g. Police etc.

In certain circumstances it may be necessary for Social Work staff to collect a child from an establishment:

- i. as part of ongoing family support;
- ii. in emergency;
- iii. in accordance with child protection procedures.

BEFORE HANDING A CHILD INTO THE CARE OF SOCIAL WORK STAFF, HEADS OF ESTABLISHMENT MUST:

- a) Satisfy themselves that the person is an authorised member of Social Work Services and check proof of their identity.
- b) Check with the relevant Social Work office that the person presenting themselves at the establishment is authorised to remove the child or young person.
- c) Check with the child or young person that the details of their name, address and date of birth are correct.
- d) Reassure the child or young person as to the reason for their being collected from school by a member of Social Work.
- e) **LOG** the incident (Appendix 1) and obtain a signature from the Social Work officer collecting the child or young person.
- f) Note the address to which the child or young person is being taken and obtain a contact phone number.
- g) Where appropriate contact and notify the parent/carer **prior** to the child or young person being handed to the care of Social Work.
- h) Change of Parent/Carer Arrangements

If a parent/carer changes the arrangements for the collection of their child, Heads of Establishment must satisfy themselves that the person presenting themselves at the establishment is the bona fide representative of the parent/carer. If they are in any doubt the child or young person should be retained until proof of identity and confirmation from the parent/carer is obtained. On enrolling their child at an establishment, parents/carers should be advised of the establishment's arrangements for the collection of children and young people and of their responsibility to notify the establishment of any change of personnel collecting the child or young person on their behalf.

- 2.2 Heads of Establishment must ensure that arrangements for the above procedures are carried out in their absence.
- 2.3 **All** staff (teaching and support staff) must be made fully aware of these procedures. Staff should be given a copy of these procedures and reminded of them on an annual basis.

- 2.4 Heads of Establishment should ensure that all new and/or temporary members of staff are fully aware of these procedures.
- 2.5 A copy of these procedures should be placed in the establishment's staff handbook.
- 2.6 Heads of Establishment are reminded that they are responsible for the care and welfare of children and young people. At no time should children and young people be collected from the class or playroom by a member of Social Work. The handover **Must** be undertaken by the Head of Establishment or their nominated depute after the above procedures have been carried out.
3. Where Heads of Establishment have any concern about the removal of a child or young person from their establishment by an outside agency, they should refuse to hand over the child or young person and contact their Head of Service, or the Executive Director, for advice.

Maureen McKenna
Executive Director of Education



Authorisation Form
**Emergency Collection of Children
and Young People from Educational
Establishments**

Please use Black ink and BLOCK letters

1 The undernoted child/young person:

Name _____ Date of Birth _____

Address _____

2 Was collected by:

Name _____

Remit _____

Agency _____

Signature _____

on _____ (date) _____ (time)

3 And will be taken to:

Name _____

Address _____

Phone _____

4 To Be Completed by the Head of Establishment

I confirm that I have verified that the above person is a bona fide representative of _____
and is authorised to collect the above child/young person.

Signed _____ (Head of Establishment) Date _____

Name of Establishment _____