



SANATAN SCHOOL BHARATPUR

SOP – CHILD NOT REACHING HOME AFTER SCHOOL

Guidelines when the parents inform the school that the child has not reached home after the school:

- Front desk officer to note down the following details when the parents call up the reception
- Name ,class, Class teachers name, mode of commute, expected time of reaching home, contact number of the parents.
- Principal/Coordinators to be informed immediately.
- Front desk to find out if the child was present in school that day and rule out that the child has gone out of school 'On Duty' or was unwell and left for the day early.
- If the child is using school transport, contact the driver or use GPS to locate the vehicle and convey the same to the parents.

The child happens to be found in the premises then

- Child to be brought at the reception and should be comforted.
- The parents to be informed immediately by the receptionist asking them to come and take the child home.
- Handing over of the child to the parents should be done carefully only after verification through ID Card.
- Authorities to be kept in loop all the time during the entire process.

If the child is not in the school premises:

- The receptionist to call class teacher and gather the information.
- The teacher and the receptionist to be in constant touch with the parents and the management/ authorities.