

## UNCOLLECTED CHILD POLICY PREP (3-11 YEARS)

This policy applies to all Prep pupils including those pupils in the **Early Years Foundation Stage**.

In the event that a child is not collected by an authorised adult at the end of a day, the Prep puts into practice agreed procedures. These ensure the child is cared for safely by experienced and qualified practitioners who are known to the child.

### **Aim:**

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Parents of children starting at St. Bede's College Prep are asked to provide specific information which is recorded on our Registration Form, including:

- Home address and telephone number
- Place of work, address and telephone number (if applicable).
- Mobile telephone numbers
- Emergency names and telephone numbers of adults who are authorised by the parents to collect their child from school, e.g. childminder or grandparent.

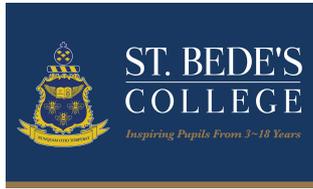
Other information parents are expected to communicate to school include:

- Information about any person who has legal access to the child and who has parental responsibility for the child.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they should inform us of the name and telephone number of the person who will be collecting their child.
- **Parents in the EYFS verify the identity of the person who is to collect their child by providing us with a personal password at the start of the academic year.**

### **Procedure:**

End of day registers are used to account for each child and their collection/after school activities/ attendance at late class.

- At the end of each day children will be collected by their tutors for any after school clubs from their classroom, Prep Office or go to the club's designated place (older



children). Registers are taken at the start of each session so that all children can be accounted for.

- All other children are dismissed to parents, carers or designated adult. EYFS pupils are collected from their classroom doors, Preps 1 and 2 from the infant playground and Preps 3-6 from the caged playground. When a child is collected they will be ticked on the register.
- If a child is not collected from the playground by 3.50pm they will be taken to Late Class which runs from 3.50-6pm. **Parents of Nursery pupils must book Late Class in advance with the Prep Office** and are asked to contact the Office or Late Class as soon as possible if they know they will be delayed.
- If a child is uncollected by **6pm** and we have not received a phone call from parents to advise us that they will be late or are unavoidably delayed, late class supervisors will contact the parents and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answerphone requesting a prompt reply.
- Late Class supervisors will also inform a member of the Senior Leadership Team. If they are not at school, they will contact them by telephone and inform them of the situation. A member of the SLT will immediately return to school.
- If a child remains uncollected by **6.30pm**, the member of SLT will call the local social services department for advice.
- In the event of the social services being called and responsibility for the child being passed to a child protection agency, the member of SLT will attempt to leave a further telephone message with the parent/carer or designated adults' answerphone reassuring them of their child's safety and instruct them to contact the local social services department.
- Under no circumstances will a child be taken to the home of a member of staff, or away from the school's premises **unless absolutely necessary**, in the course of waiting for them to be collected at the end of a session.
- The child will remain in the care of the school until they are collected by the parent, carer or designated adult, or alternatively placed in the care of social services.
- Incidents of late collection will be recorded by the Head of Prep and discussed with parents/carers at the earliest opportunity.

<b>Authorised by</b>	Chair of Governors and Governing Body
<b>Date</b>	June 2017

<b>Review date of the policy</b>	June 2019
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