St Hilary's Prep School Policy

# Uncollected Child Policy
# Including EYFS

**Opening Statement**
St Hilary's School is dedicated to safeguarding and promoting the welfare of all its pupils; our policies and practices encompass the needs of all our children from Early Years to Year 6 across all aspects of school life including out of school provision. It is the duty and responsibility of all members of staff, both teaching and non-teaching, to play an active role in ensuring that each child's needs are met. We actively promote democracy, the rule of the law, individual liberty and mutual respect of those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer, as does our School Motto 'Not for oneself but for all.'

In the event that a child is not collected by an authorised adult at the end of a session/day, the school puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified member of staff, who is known to the child. The school will ensure that the child receives a high standard of care in order to cause as little distress as possible. The school 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.

**Procedures**
Parents of children starting at the school/setting are asked to provide the following specific information which is recorded on our Management System:

- Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.
- Place of work, address and telephone number (if applicable).
- Mobile telephone number
- Names and telephone numbers of adults who are authorised by the parents to collect their child from the school /setting, for example a childminder or grandparent.
- Who has parental responsibility for the child.
- Information about any person who does not have legal access to the child.

On occasions when parents are aware that they will not be at home or in their usual place of work, they should inform the school of how they can be contacted.

On occasions when the parents or the persons normally authorised to collect the child are not able to collect the child, they should provide the school with details of the name and telephone number of the person who will be collecting their child. If parents are unable to collect a child as planned, they must inform the school so that back-up measures can be put into place. The school is required to have two contacts as a minimum, and three in the case of EYFS children.

In the event that children are not collected from school by an authorised adult within 15 minutes after the official school day has closed, the school will apply the following procedures:

- If the child is in EYFS, he/she will stay with a member of EYFS staff in After School Care, and their parents will be called.

- If the child is in Pre-Prep – he/she will go to 4 o'clock club until 4pm and from there to After School Care whilst the staff in the office try to contact parents. (After School Care is located in Kindergarten).
- If the child is in Prep school, he/she will be taken by the member of staff on dismissal to the office until 4.15pm and from there to Homework Club, whilst staff in the Office try to contact parents.

**If a child is not collected by the end of a club or sports' practice operating beyond 4pm, the school carry out the following procedures:**

- They will be taken by the member of staff dismissing to the office whilst the office staff or the person running the club tries to contact parents. Once the parents have been reached and a collection time before 5.30pm established, the child will be taken to After School Care.
- If the parent cannot be reached, the child will be taken to After School Care in the first instance while the SLT member on duty is informed. Beyond 5.30pm, the procedures below will be followed.

**If a child is not collected by 5.30pm (the end of After School Care), the school carry out the following procedures:**

- The member of staff running After School Care will contact the SLT member on duty who will go to Kindergarten.
- If no information is available, the school will attempt to contact parents/carers using all contact numbers provided.
- If this is unsuccessful, the school will attempt to contact those adults who are authorised by the parents to collect their child from the setting and whose telephone numbers are recorded on the Management System.
- The child does not leave the premises with anyone other than those named on the Management System or in their file.
- Depending on circumstances, the school reserve the right to charge parents for the additional hours worked by our staff.

**If a child is not collected by the end of a sports' fixture by 5.30pm the school will operate the following procedure:**

- If it is a home fixture they will be taken by the member of staff in charge of the match to the office whilst they try to contact parents. If the parent cannot be reached, the member of staff will contact a member of SLT for advice on next steps.
- If it is an away fixture, the teacher responsible will use the contact sheets to try to contact a parent or carer. If this is unsuccessful, the child will return to school with the other children being collected from St. Hilary's. On arrival at school they will be taken by the member of staff to the main office if the school is still open or the Hiorns' Centre office whilst they try to contact parents. If the parent cannot be reached, the member of staff will contact a member of SLT for advice on next steps.

**If no-one collects a child after one hour and there is no-one who can be contacted to collect the child, the school may apply the following procedures for uncollected children:**

- The SLT member on duty contacts the Headmaster.
- The school will contact Surrey Children's Services.
    - 0300 470 9100 | 01483 517898 (out of hours)
- The child stays at the setting in the care of two fully-vetted workers – one of whom is a member of the SLT - until the child is safely collected, either by the parents or by a social care worker.
- Social Care will attempt to find the parent or relative. If they are unable to do so, the child will be looked after by the local authority.
- Under no circumstances should staff go to look for the parent or take the child home with them.
- A full written report of the incident is recorded in the child's file.

**Reviewed:** September 2019, July 2020, August 2020, July 2021, July 2022, July 2023, June 2024, July 2025, September 2026
**Next review date:** June 2027
**Person responsible:** SLT