



ACTION IN THE EVENT OF A CHILD NOT COLLECTED FROM SCHOOL

Policy and Procedures – v1.0

The safety and welfare of our children is paramount. In the unlikely event of a child not being collected from school the following procedures will be implemented. In event of additional help and advice being needed, there is always a member of the School's SLT available nearby.

1. If a child is not collected at the end of the day

Pre Prep

- These children will be cared for in their classrooms until 15:45, or 15.55 for pupils with siblings in Prep. The children will then be taken to the Pre Prep After School Care, which is held in the Pre Prep Hall and cared for until collected. They will be given a light meal if they are not collected before it is served.

Prep

- Any children from Year 3 and 4 who have not been signed out by 16:15 will be left with the duty member of staff on the senior playground.
- Any children that have not been collected by 16:30 are taken to After School Care, which is held in the Dining Room. The Prep Office is asked to make contact with the family or other emergency contacts listed on iSAMS.

2. If a child is not collected from a match or activity

Pre Prep and Prep

- Any child expecting to be picked up from any location other than the main school site should be brought back to the School and every attempt should be made to make contact with the family or other emergency contacts listed on iSAMS.

- The teacher taking the team or activity must wait with the child for at least ten minutes after the pick up time. Thereafter the child should be taken to After School Care.
- The teacher taking the team or activity should then attempt to make contact with the family or other emergency contacts listed on iSAMS.

3. If a child is not collected by the end of After School Care

Pre Prep and Prep

- If a child or group of children are not collected by 18:00, the member of staff on duty for After School Care must ring the SLT phone to alert the member of SLT who is on duty. The member of SLT will come to the Prep library to supervise the child. Pre Prep colleagues will relocate to the Prep Library and leave a written sign on display in the Pre Prep to explain this. The duty member of staff for After School Care will stay to help look after the child alongside the member of SLT. From a safeguarding point of view, it is essential that two adults remain with the child or children.
- The duty member of staff for After School Care or member of SLT must attempt to make contact with the child or children's parents to find out when they will be able to collect their child or other emergency contacts listed on iSAMS. In the event of extreme weather the School will stay open for as long as is needed.
- Food can be obtained from the kitchens by the member of SLT for the child, taking into account any dietary needs.
- In the unlikely scenario that neither the child's parents nor any other of the contacts on the School's information management system can be raised then the duty member of SLT will contact one of the DSLs and follow the safeguarding policy. The emergency duty team would be called by the DSL.
- If certain families regularly start to stay late then they will be contacted by the School.

Linked Policies

After School Care Policy
Safeguarding Policy
Staff Handbook

*Last Reviewed January 2025
Next Review January 2026*