



Abbots Bromley School

13.1 Uncollected Children Policy

1Statutory Policies	Early Years Policy
ISI	Additional Early Years Policy
NMS (April 15)	6.1, 6.2
Author Led	Head of Prep/DSL
Date of Review	September 2018
Next Review	September 2020
Website	Yes



Abbots Bromley School

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13.1 Uncollected Children in Abbots Bromley Preparatory School

At Abbots Bromley School we are committed to protecting the safety and wellbeing of our pupils. Please note that the term 'parents' also relates to carers and those with legal guardianship of children.

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

At Abbots Bromley School we inform parents of our procedures so that, if they are unavoidably delayed, they will be reassured that their children are properly cared for.

Procedures:

Parents of children starting at Abbots Bromley School are asked to provide the following specific information which is recorded on our registration form:

- 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 and telephone number (if applicable)
- Mobile telephone number (if applicable.)
- Names, addresses and telephone numbers of adults who are authorised by the parents to collect their child from the school, 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 must notify the Prep School of the person who is collecting their child either verbally or in writing as to how they can be contacted.

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they provide us with written details of the person who will be collecting their child. We agree with the parents how to verify the identity of the person who is to collect their child and a member of Prep School staff will then supervise this process when the child is being signed out.

Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can make appropriate arrangements. We provide all parents with our contact telephone number.

We inform parents that we apply our child protection procedures as set out in our child protection policy.

If a child is not collected within one hour after the Prep School day has ended (Monday – Thursday 17.30, Friday 17.00) we follow the following procedures:

1. Parents of children who have not arrived by the Preparatory School's closure time (as detailed above) should be telephoned immediately and the senior member of staff on-call alerted.
2. Calls should start with the parent/s and then work through other numbers in the contact records.
3. If all other children have been collected, the pupils stays with Boarding Staff until a parent, or authorised collector arrives.
4. The child should be reassured and taken to the Prep School dormitory in Boarding where they can play whilst the senior member of staff tries to gain information by contacting the child's emergency numbers. If it is approaching supper time for the boarders the child should be offered a meal.
5. If there is no communication with the expected collector and one hour has elapsed without information or contact with any of the given emergency numbers, then the Designated Safeguarding Lead should be called for advice.
6. The Designated Safeguarding Lead will call **Staffordshire County Council's First Response Service if necessary:**
Telephone: 0800 1313 126

Open: Monday - Thursday 8:30am - 5:00pm

Friday 8:30am - 4:30pm

E-mail: FirstR@staffordshire.gov.uk

Emergency Duty Service:

(Out of Hours Service)

Telephone: 0345 604 2886

Mobile: 07815 492613