



# **Notting Hill Preparatory School**

## **1.15 Policy for Non-Collection of Children (EYFS & KS1-3)**

Reviewer responsible: **Head**  
Reviewed by: **SK**

Date of last review: **01/21**  
Date of next review: **01/24**

## NON-COLLECTION OF CHILDREN POLICY

### Aim

In the event that a child is not collected by an authorised adult at the end of a day, the school will put into practice procedures to ensure that the child is cared for safely. Parents are made aware of these procedures in the Parent Handbook given to all parents when their child starts at the school.

### Procedures

Parents of children joining NHP provide the following information on our Personal Details Form which is updated as necessary:

- Home address, telephone number and email address
- Work telephone number
- Mobile telephone number
- Emergency contact details including telephone number, mobile number and email address

On occasions when parents are aware that they will not be at home for any period of time they inform the school office of the person who is in loco parentis and how they can be contacted.

On occasions when parents or the person normally authorised to collect the child are not able to do so, they record the name of the person who will be collecting the child in the home/school linkbook or telephone the school office (OB/JCB/PGB). We agree with the parents how to verify the identity of the person who is to collect the child.

Parents are informed that if they are not able to collect the child as planned, they must inform us. We also inform parents that – in the event that their children are not collected by an authorised adult and the staff can no longer supervise the child in school – we apply our child protection procedures.

If a child is not collected at the end of a day we follow the procedure below:

- The home/school link book is checked for any information about changes to the normal collection routines.
- The Head of Administration and School Secretaries are asked if they have received any message regarding collection.
- The clubs list is checked to ensure the child is not meant to be in a club.
- If no information is available, parents are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from school are contacted.
- The child is cared for in the nominated late club room (OB) until 4pm. He/she is then taken to the Head of Administration (OB) or the School Secretaries (OB/JCB/PGB) or to a member of staff known to the child until 5pm.
- If the relevant adult has not arrived to collect their child by 4.30pm (for R-Y4), by 4.45pm (for Y5-8) or 5.30pm (for clubs), and all reasonable attempts have been made to contact the parents or nominated carers, the member of staff responsible will contact the Head or Head of the relevant section of the school or the Deputy Head (Operations) who will make a decision as to whether any further avenues of enquiry should be followed.
- The child will remain in the care of two members of staff while further enquiries are made.
- The child must not leave the premises with anyone other than those named on the school database in iSAMS.
- Under no circumstances are staff to take the child home with them.
- In the unlikely event that all lines of communication with parents or nominated carers fail, the Bi-borough Safeguarding & Child Protection Officer must be contacted (see contact details in our **Safeguarding and Child Protection Policy**).
- A full written report of the incident is recorded on iSAMS and a copy kept in the child's file.