



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

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|-------------------------|----------------------------------|----------------------|-------|
| Reviewer responsible:   | <b>Deputy Head Pastoral/Head</b> | Date of last review: | 09/26 |
| Reviewed by:            | <b>KS/MSh</b>                    | Date of next review: | 09/27 |
| Authorised by Governor: | <b>DWG</b>                       |                      |       |

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## **Non-Collection of Children Policy**

### **Aim**

In the event that a child is not collected by an authorised adult at the agreed time, the school will follow the procedures below to ensure that the child is cared for safely and that appropriate safeguarding action is taken where necessary. Parents are made aware of these arrangements through the Parents' Handbook on My School Portal, which is shared with parents when their child joins the school.

### **Legal and regulatory framework**

This policy has regard to the Independent School Standards Regulations (ISSR), in particular Part 3 paragraph 7 (safeguarding and promoting pupils' welfare) and paragraph 14 (appropriate supervision of pupils); Keeping Children Safe in Education 2026; Working Together to Safeguard Children 2026; and, for children within the EYFS, the Statutory Framework for the Early Years Foundation Stage for group and school-based providers (effective 1 September 2026). It should be read alongside the School's Safeguarding and Child Protection Policy and relevant supervision and wrap-around care procedures.

### **Procedures**

Parents of children joining NHP provide the following information on our Personal Details Form, which parents are expected to keep up to date:

- Home address, telephone number and email address
- Work telephone number, where applicable
- 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 should inform the class teacher, copying in the relevant building secretaries, clearly indicating who will be responsible for the child while they are away and giving full contact details.

When parents or the person normally authorised to collect the child are unable to do so, parents must email [admin@nottinghillprep.com](mailto:admin@nottinghillprep.com) with the name of the person who will be collecting the child. Where the adult is not known to the school, the school will agree with the parent how the identity of the collecting adult will be verified. For EYFS children, the school will only release a child into the care of an individual who has been notified to the school by the parent.

Parents are informed that, if they are unable to collect their child as planned, they must inform the school as soon as possible. If a child is not collected and the school is unable to establish satisfactory arrangements with a parent or authorised carer, the matter will be treated as a safeguarding concern and the School's Safeguarding and Child Protection Policy will be followed.

If a child is not collected at the end of the school day or an activity, the following procedure applies:

- The Head of Administration and/or School Secretaries are asked whether any message regarding collection has been received.
- The clubs and activities lists are checked to ensure that the child is not expected to be attending a club or other supervised activity.
- If no information is available, the child's parents/carers are contacted using the contact details held by the school.
- If this is unsuccessful, the emergency contacts and/or other adults authorised by the parents to collect the child are contacted.
- The child is cared for in the nominated late club room (OB) until 4.00pm and is then taken to

- wrap-around care until 5.45pm. The child remains appropriately supervised throughout.
- If the relevant adult has not arrived by 6.00pm, and all reasonable attempts have been made to contact the parents/carers and emergency contacts, the member of staff responsible will contact the Head, the Head of the relevant section or the Deputy Head Pastoral/DSL. The DSL or a deputy DSL will consider whether the circumstances constitute a safeguarding concern and what further action is required.
  - The child will remain in the care of two members of staff or a member of SLT wherever reasonably practicable while further enquiries are made. The child will be reassured and kept informed in an age-appropriate way.
  - The child will only be released to a parent/carer or another person authorised or notified by the parent, once the school is satisfied as to that person's identity. In the EYFS, children will only be released into the care of individuals notified to the school by the parent.
  - Under no circumstances may a member of staff take the child to their own home or make private arrangements for the child's care.
  - If all reasonable attempts to contact parents/carers and emergency contacts fail and the child remains uncollected, the DSL or a deputy DSL will contact the relevant local authority Children's Social Care service and follow the advice given. If there is an immediate risk to the child, the police will be contacted. Relevant contact details are held in the School's Safeguarding and Child Protection Policy.
  - A full written record of the incident, including attempts to make contact, decisions taken, the reasons for those decisions and the outcome, will be made on CPOMS in accordance with the School's safeguarding record-keeping procedures.
  - Repeated late or non-collection will be reviewed by the Deputy Head Pastoral/DSL and may be treated as a safeguarding or welfare concern where appropriate.