

AMDG



Uncollected Child Policy Donhead Preparatory School (including EYFS)

Introduction

The welfare of all our children at Donhead Preparatory School is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all the children safe always. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he is in our care. The aim of this policy is to clarify the process for children who are not collected in a timely manner. This policy should be read in conjunction with the Child Protection & Safeguarding Policy.

Information for Parents

Our Family Handbook contains:

- Arrangements for handing over children to the care of their parents at the end of the day.
- The arrangements for supervising the children whilst they are in school.
- The arrangements for registering the children in both morning and afternoon.
- Physical security measures which prevent unsupervised access to or exit from the building.
- Supervision of the playground and physical barriers that separate it from the rest of the school.

The enhanced supervisory arrangements for outings involving our children are set out in two detailed policy documents: 'Educational Visits' and 'Educational Visits for EYFS Children.' Both documents are on our website.

We review these policies regularly (every three years) in order to satisfy ourselves that they are robust and effective.

All new staff receive a thorough induction into the importance of effective supervision of children, including the very young children in Reception.

Procedure if a child is uncollected

At the end of the school day or a club, staff must check that each child is released to an authorised collector. If a child remains uncollected, the responsible member of staff must telephone the primary contact immediately. If contact is not made, or the parent or carer cannot collect promptly, the child must be taken to After School Care and the emergency contacts must be tried in the order recorded by the school. Parents are allowed a 15-minute grace period after dismissal or the end of a club; after that period, the published After School Care charge will apply.

The child must remain appropriately supervised on the school premises and must not be left alone. The child may be released only to a parent, carer or other person authorised to collect them. Staff must not take the child home or transport the child in a private vehicle unless this is expressly authorised under another school policy and agreed by the DSL.

Repeated or unexplained late collection must be reported to the DSL. The DSL will consider whether the pattern indicates a safeguarding or welfare concern, whether support should be offered to the family, and whether advice or a referral should be sought from children's social care.

At 5.55 pm, the After School Care leader must telephone the parent or carer of any child who has not been collected and inform the DSL. If the DSL is unavailable, a deputy DSL or another member of SLT must be informed immediately.

If the parent or carer cannot be contacted, the DSL must be informed immediately. If the DSL is unavailable, a deputy DSL or another member of SLT must take responsibility. Staff must then telephone each authorised emergency contact in turn and ask an available contact to collect the child. The identity and authority of the collector must be checked before the child is released.

If the Head is not in school inform them by using the following mobile number: 07300 061681
If at any stage there is reason to believe that the child is at immediate risk of harm, staff must call the police on 999 without delay and inform the DSL or a deputy DSL as soon as possible.

If the parent or carer and all authorised emergency contacts remain unavailable, the DSL, Head or deputy DSL must contact Merton Children and Families Hub (formerly MASH) on 020 8545 4226 or 020 8545 4227. Outside normal office hours, contact the Emergency Duty Team on 020 8770 5000. If the child lives in another local authority area, staff should seek advice from, or make a referral to, the children's social care service for the area in which the child lives.

The member of staff dealing with the incident must make a written record of the child's name, the date and times, all attempts to contact parents, carers and emergency contacts, advice sought, decisions made and their reasons, the child's eventual collection or transfer arrangements, and any follow-up action. The record must be passed promptly to the DSL and retained in accordance with the school's safeguarding record-retention arrangements.

Policy reviewed: September 2026. Next scheduled review: September 2027, or earlier if statutory guidance, local safeguarding arrangements or school procedures change.