

# 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.

## **Method:**

Parents of children joining Thomas's provide the following information on our registration form and school card, which is updated annually

- Home address, telephone number and email address
- Work address, telephone number and work email address
- 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 collect the child, they record the name, address and telephone number of the person who will be collecting the child in the homework diary. 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 homework diary is checked for any information about changes to the normal collection routines
- 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
- All reasonable attempts are made to contact the parents or nominated carers

- The child is cared for in the nominated Late Room (Lower School), in the School Office or Library (Middle and Upper Schools) by a teacher or staff member known to the child until 16:00
- The child does not leave the premises with anyone other than those named on the school card or in the school diary
- If no-one collects the child after one hour and there is nobody who can be contacted, we apply the procedures for uncollected children
- We contact our local authority social services department, telephone number 020 8871 6622
- The child stays at school in the care of two fully vetted workers until safely collected either by parents or a social worker
- Under no circumstances are staff to take the child home with them
- A full written report on the incident is recorded in the child's file

<b>This policy will be reviewed annually.</b>			
Reviewed: January 2012	By:	Jill Kelham Vice Principal	No changes
Reviewed: January 2011	By:	Jill Kelham Vice Principal	No changes
Reviewed: March 2010	By:	Jill Kelham Vice Principal	No changes
Reviewed: December 2008	By:	Jill Kelham Vice Principal	No changes
Next Review: December 2012	By:	Jill Kelham, Vice Principal	