



THOMAS'S BATTERSEA NON-COLLECTION OF CHILDREN POLICY

AIMS

Thomas's Battersea aims to ensure that all pupils are safe while in school and are never at risk of leaving the school with anyone other than an authorised adult. In Years 7 and Year 8 pupils are allowed to travel to school and home independently, (with siblings) with written permission from their parents. An Inventory card is then issued to record the entry and exit times. In the event that a pupil is not collected by an authorised adult at the end of a day, the school will put into practice procedures to ensure that the pupil is cared for safely. Parents are made aware of these procedures.

ROUTINE

Parents of children joining Thomas's provide the following information on our registration form which is held electronically on the school records system.

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

On occasions when parents are aware that they will not be at home overnight the School Office should be informed of the person acting as the authorised adult and how they can be contacted.

When parents or the person normally authorised to collect the child are not able to collect them they must either record the name, address and telephone number of the responsible adult who will be collecting the pupil in the pupil planner, speak to or email the school office or form tutor / teacher. School staff will then be able to verify the identity of the person who is to collect the pupil.

If a parent or another authorised person is collecting a pupil directly from an off-site venue, e.g., a sports facility following afternoon Games, the above procedure must be followed, and the teaching staff at the venue must also be informed. It is School policy not to release a pupil into the care of another parent / carer if permission has not been received. This is especially important if several pupils are being collected by one person.

Parents are informed that if they are not able to collect their child as planned, they must inform the school. The school can 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 pupil in school – we apply our child protection procedures.

Unless taking part in an after school club or activity parents should collect pupils from the nominated collection point at the following times:

- Reception at 1520
- Year 1 and Year 2 at 1530
- Middle and Upper Schools at 1600

If a pupil takes part in an after school club or activity then the club leader will inform the parents of the pick-up time and meeting point.

PROCEDURE

If a pupil is not collected on time, the school follows the procedure below:

- The pupil planner, telephone and email messages are 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 all reasonable attempts are made to contact the adults who are authorised by the parents to collect their child from school
- The pupil does not leave the premises with anyone other than those named in school records or in the pupil planner
- If there has been a request to collect the pupil from an off site facility e.g., from afternoon Games at a sports ground, parents / nominated persons must be at the facility before the end of the activity. If the pupil has not been collected by the appointed time the group must leave, the pupil will be taken back to school.

- **In Lower School:**
 - Pupils not collected are cared for in the nominated Late Room by their teacher or a staff member known to them.
 - The form teacher will then contact the parents and the Head of Lower School is informed of the pick-up time.
 - If Lower School pupils, not taking part in an after school club or activity, are not collected by 1630, and there is nobody who can be contacted, the Head of Lower School applies the procedures for uncollected pupils.
 - The Head and Designated Safeguarding Lead are informed.

- **In Middle School:**
 - Pupils not collected are cared for in the nominated Late Room or the Library by their teacher or a staff member known to them.
 - The form teacher will then contact the parents and the Head of Middle School is informed of the pick-up time.

- If Middle School pupils, not taking part in an after school club or activity, are not collected by 1700, and there is nobody who can be contacted, the Head of Middle School applies the procedures for uncollected pupils.
 - The Head and Designated Safeguarding Lead are informed.
- **In Upper School:**
 - In Years 7 and 8 pupils are dismissed at 1600 from the form room; some pupils are allowed to make their own way home independently; tutors must check how pupils are returning home each day.
 - Year 6 Pupils not collected are cared for in the Library by their tutor or a staff member known to them.
 - The form tutor will then contact the parents and the Head of Upper School is informed of the pick-up time.
 - If Upper School pupils, not taking part in an after school club or activity, are not collected by 1700, and there is nobody who can be contacted, the Head of Upper School applies the procedures for uncollected pupils.
 - The Head and Designated Safeguarding Lead are informed.

Procedures for uncollected children:

- Under no circumstances should a member of staff take the pupil home with them, or drive pupils home in their own vehicles
- The pupil stays at school in the care of two fully vetted members of staff until safely collected either by parents, another designated adult or a social worker
- The Head and Designated Safeguarding Lead may organise a meeting with the parents and contact Wandsworth social services department
- A full written report on the incident is recorded in the pupil's file and on iSAMS.

Other non-collection times

If a pupil is not collected from an off-site activity (after school club / activity, games fixture, rehearsal, at the end of a school trip) within an agreed time, the Head of School section should be informed and record the late or non-collection. If a pattern of emerges the Head of School should arrange a meeting with the parents and the Designated Safeguarding Lead if necessary.

See also: [Code of Conduct, Safeguarding and Child Protection Policy](#)

Staff Handbook: [Staff Code of Conduct](#)

This policy will be reviewed annually			
Created: August 2013	By:	Mal Hall, Deputy Head	
Review: January 2019	By:	Mal Hall, Assistant Head, Approved: Simon O'Malley, Head	Changes made in line with changes to procedures
Latest review: February 2020	By:	Mal Hall, Assistant Head	Adjustment of procedures
Next review: February 2021			