

# Uncollected Child Policy Whole School & EYFS

**Regulation ISSR: Part 3**  
**Reviewed and updated by: Mrs C Wood**  
**Approval: Full Governor Board**  
**Last Review: Autumn 2024**  
**Next Review: Autumn 2025**



This policy will be amended before the review date if necessary.

## Policy Statement

In the event that a child is not collected by an authorised adult at the end of a session, the Early Years, Prep and Senior sections of the school put into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner, in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

We undertake to look after the child safely throughout the time that she remains under our care. This policy should be read alongside our Child Protection & Safeguarding Policy.

## Procedures

Parents of children starting at AESG, or at any subsequent joining point are asked to provide the following specific information which is recorded on our Registration Form:

- Home address and telephone numbers of adults who are authorised by the parents as emergency contact numbers.
- Place of work, address and telephone number.
- Who has parental responsibility for the child.
- Information about any person who does not have legal access to the child.

If there is an occasion when parents are aware that they will not be at home or in their usual place of work, they should inform us in writing of any change of contact details

## Prep School

For Prep or younger, when parents or the person normally authorised to collect the child are not able to do so, they provide us with the name of the person who will be collecting their child.

- We agree with the parents how to verify the identity of the person who is to collect their child.
- A password provided by the parents/carers when the child starts in Nursery or Reception supports the verification process (see below).

At the end of every day we will ensure that all the girls are collected by a parent, or designated adult, in accordance with our end of day procedures. However, if a pupil is not collected at the correct time the following actions will take place:

- Records will be checked and the Prep School Secretary consulted to ascertain whether any changes to the normal collection routines have been made.

- If no information is available, parents/carers are contacted at home or work.
- Any uncollected girls (Rec-Year 6) will be taken to Sisters' Club initially and from 4pm, to the after school facility, Fun@TheEdge. Girls in Nursery/Pre-School will be kept in the Pre-School room and taken to Fun@TheEdge if necessary, at 4pm. The Head of Prep\* should be informed and they should take responsibility for contacting parents/carers after the Nursery/Pre-School closes at 4pm.
- If contact with parents is made and they are unavoidably delayed for a considerable time, the child will be looked after at Fun@TheEdge and an invoice raised by the club, commensurate with the length of stay.
- If the child has been attending an extra-curricular activity, the member of staff responsible for that activity will wait with the child and try to make contact with the child's parent/guardian. After ten minutes, if the parents have still not arrived, the child is to be taken by the staff member responsible for the activity, to Fun@TheEdge and the Head of Prep informed.\*
- All reasonable attempts will be made to contact the parents or nominated carers.
- The child must not leave the school premises with anyone other than those named on the registration forms or nominated by parent through communication.
- If no one collects the child after one hour and there is no one who can be contacted to collect the child, we apply the procedures for uncollected children:
  - We contact our local authority children's safeguarding team (Cheshire East 0300 123 5012 – before 5pm or 0300 123 5022 – after 5pm) and follow their direction, including contacting the LA in which the child resides.
  - The child stays at school in the care of two members of staff until the child is collected either by the parents or other authorised persons.
  - Social care will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the local authority.
  - Under no circumstances must staff go to look for the parent, nor should they take the child home with them unless agreed with the local children's safeguarding team.

\*in the absence of the Head of Prep, another member of the PSLT or SLT should be informed

### **Senior School**

In the Senior School, if a pupil is not collected, she should report to Reception who can then make calls to emergency contacts on the system to ascertain where the parent(s) is and when they will collect their daughter. All pupils have access to Homework Club which runs until 5:45pm every day, so the pupil will be able to work there until collected.

If there is no answer when the contacts are made, we will follow the safeguarding procedures (as above) to contact the relevant authorities and put in place support to ensure that the pupil is safe. A full written report of the incident will be recorded in the child's file.