



## KEW COLLEGE PREP

### Failure to Collect a Child Procedure

This procedure applies to the whole school including the EYFS

This procedure is published on the Kew College Prep website and is also available to parents from the school office upon request.

See also the school's policies as follows:

***Missing child Procedure***

***Supervision of Pupils in the EYFS Policy***

#### **At Kew College Prep**

**DSL:** Robyn Hodgson

**Deputy DSL and Head:** Jane Bond

**Deputy DSL Early Years:** Selbi Fryer

#### **PROCEDURE TO FOLLOW IF A CHILD IS NOT COLLECTED FROM SCHOOL BY THE DUE TIME**

Parents should arrange for their children to be collected from Kew College Prep at the published finishing times. After the Easter Holidays and once they have visited Holly Lodge to undertake a Junior Citizen workshop, Year 6 children are allowed to leave unaccompanied provided written permission for this has been received from a parent/guardian in advance. If a child is to be collected from the Games field, the parent must inform the school in writing in advance and the child will be handed over to the parent by the Head of PE (or her deputy) at the Games Field.

All children from Kew College Prep are dismissed at the end of the day individually by their teacher, or by a delegated member of staff. Children are released directly to the parents/carer. All children are ticked off from a register as they leave. The list should indicate where prior information has been provided by the parent that a third party will be collecting the child or that they are in school in a club. Changes to collection arrangements must be notified in writing and it is the responsibility of the class teacher to update this on the class register. In cases where the collecting adult is unknown to the class teacher, the class teacher **MUST** ask the collecting adult who they are here to pick up, and their name to check this matches the name given by the parent. Staff members should also check that the child knows the adult who is collecting them. Failing this, staff members need to check directly by telephoning parents/carers and not releasing the children until contact has been made. Children cannot be given to other parents in the school, without written permission from their own parents. All staff members who take clubs, including external providers, must take a register and follow the above procedures for dismissing the children.

The teacher or delegated member of staff will stay with all the children in the class until they are collected, or formally hand over their supervision to another member of staff.

## **1 IF A PARENT CALLS TO SAY THEY WILL BE LATE**

**1.1** If a parent tells the school that they will be late, or the school is aware of a reason that will delay parents (e.g. major traffic jam in the area), the child or children will be seated in the school office, under the supervision of office staff or another delegated member of staff. If a long delay is expected, children may be asked to start their homework or read their book.

## **2. IF A PARENT FAILS TO ARRIVE, NO NOTICE HAS BEEN GIVEN OR REASON FOR DELAY KNOWN**

**2.1** If a child still remains uncollected after the rest of the class has been collected the teacher or delegated member of staff will either stay with the child, or leave the child in the care of another member of staff. Older children may be left in the school office under adult supervision to sit and read their book. Children in the Infant department should be left in the care of a member of staff from the Infant department of the school where possible.

**2.2** If a child remains uncollected for more than 15 minutes after the published collection time, then the office staff or the adult supervising the child will telephone the adults on the contacts list from first to last priority until contact is made. If someone is on their way, or can reach the school within half an hour, the child will be informed and told to start his/her homework or read their book; a Nursery or Reception child will wait in the Nursery or Reception.

**2.3** If a child attending a club or other after-school activity remains uncollected at school more than 5 minutes after the published finish time, then a member of staff will telephone the adults on the contacts list as at point 2.2.

**2.4** If there is going to be a longer delay or the parent is unable to leave home, the child will be put into after school care club and the parent will be expected to pay the charge accordingly. If the delay is to extend beyond school closing time that day, an arrangement will be made with the parent or guardian as to how the child is to be looked after.

**2.5** If the school is unable to make contact with anyone on the emergency contacts list and the child has not been collected more than 30 minutes after the published finish time, the SPA team from Kingston and Richmond LSCB SPA team may be called (020 8547 5008 or out of hours: 020 8770 5000). The decision as to when to call will be made by the Head and DSL and will depend on the actual time, and the availability of staff to supervise the child.

**2.6** The school will not release the child to an unauthorised person until authorisation has been obtained by telephone and in writing via email. If the unauthorised person is not known to the school, some means of identifying the person should be obtained from the person providing the authorisation, and the person handing over the child must be satisfied with the identity of the person collecting the child.

### 3. FAILURE TO COLLECT FROM THE GAMES FIELD AS ARRANGED

- 3.1** If a parent makes an arrangement in writing to collect their child from the Games field and has not collected the child by the time the last person is ready to leave the Games field, then the child will travel back to Kew College Prep with the last group and will be supervised at Kew College Prep until the parent is able to arrange for collection from the school.

<b>Reviewed and Approved by:</b>	<b>Updated by:</b>
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Title: Head	Title: DSL
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