

## LATE COLLECTION/NON-COLLECTION/MISSING CHILD POLICY

(Prep)

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### MONITORING AND REVIEW

Staff Responsible	Head of Prep
Reviewed by	SLT
Approved by	SLT
Frequency of Review	Annually
Date of Last Review	November 2024
Date of Next Review	November 2025

The School refers to all staff and students in St Mary's School, which includes the Early Years/Foundations Stage (EYFS), the Preparatory Department (Years 1-6), Senior House (Years 7-11) and the Sixth Form (Years 12-13).

The term 'parent' refers to those who have parental responsibility for a child.

### AIMS

To ensure that all students are accounted for at all times during the school day.

### WIDER REFERENCES

This policy operates within a wider national framework, which includes:

- KCSIE 2024
- The Children and Families Act (2014)

### RELATED POLICY

This policy should be read in conjunction with:

- Safeguarding (Child Protection) Policy
- EYFS Policy

## CHILD PROTECTION RESPONSIBILITIES

St Mary's School is committed to safeguarding and promoting the welfare of all children and expect all staff and volunteers to share in this commitment as outlined in our Safeguarding Policy and Keeping Children Safe In Education (2024). To this end, all matters of concern relating to the safeguarding of a child will be referred to the Designated Safeguarding Lead (DSL). The DSL will then decide, in accordance with statutory guidance, the appropriate response.

## LATE CHILD COLLECTION PROCEDURE

If a parent or guardian is unavoidably delayed, they should contact the school office as soon as possible and the child(ren) will be asked to wait with the class teacher or to attend The Hub after school club.

If the parent/guardian is unable to contact the school office, the child will not be allowed to leave. EYFS staff will inform the Head of Pre-Prep and-or Head of Prep who will try to contact the parent to make alternative arrangements. If the parent/guardian cannot be contacted, the emergency contact will be phoned.

## COLLECTION BY ANOTHER ADULT

An agreed password will need to be given by any person authorised by a parent to collect their child who is not known to the school staff. A member of staff will wait with the child until they arrive.

Under no circumstances should any child go home with anyone else unless prior arrangements have been made.

## NON-COLLECTION PROCEDURE

Should a child not be collected and the parent/guardian is not contactable, police and/or social services will be contacted and the Senior Leadership Team should be informed.

## MISSING CHILD PROCEDURE

Every care is taken to ensure that our children are accounted for at all times. However, in the unlikely event that it is suspected that a child has gone missing, an immediate roll call will be taken by the senior person in charge at the time. If it is discovered that a child is unaccounted for, then a full search of the accommodation and its immediate surrounds will take place, ensuring that the remaining children are supervised and secure. CCTV may also be used to check the school grounds. At this point the Headmistress, Head of Prep and SLT must be informed.

If after a thorough search (no more than 10- 15 minutes), it proves impossible to locate the child, the emergency services and the parent/guardian are to be contacted.

On the arrival of the emergency services, the senior person in charge at the time is responsible for apprising them of all the information in respect of the missing child and what action has been taken.

When the situation has been resolved, relevant members of staff, including the Senior Leadership Team, should review the reasons for it happening and ensure that appropriate measures are put in place to prevent it from happening again. The Health and Safety committee should be informed and a site assessment should be carried out where necessary.