

## Safe Collection and Failure to Collect by Parent/Carer

### Aims and Objectives

Banstead Prep School is committed to taking the necessary steps to safeguard and promote the welfare of its pupils and we undertake to look after safely any pupil who is not collected from school at the appointed time.

The school will make every reasonable attempt to contact the parents (or other nominated carer) but if there is no response from any of the contact or emergency numbers provided to the school, the school will contact the Surrey County Council Social Services Emergency Duty Team who will be responsible for making emergency supervision arrangements for the pupil. This may involve contacting the Police.

The school is sympathetic to the parent/guardian of a pupil who, where the circumstances are exceptional, is not collected at the appointed time. However, Banstead Prep School reserves the right to charge a fee for late collection to cover the additional time worked by our staff. Parents of pupils attending after school care are also asked to provide details of an emergency contact who may collect their child in the event of unforeseen circumstances.

This policy applies to all members of our school community, including those in our EYFS setting and the school seeks to implement this policy through adherence to the procedures set out in the rest of this document.

In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the School Office and should be read in conjunction with the following documents:

- Child Protection (Safeguarding)
- Missing Pupil Policy
- Supervision Policy
- Critical Incident Policy

Banstead Prep School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

This document is reviewed annually by SLT or as events or legislation change requires. The next scheduled date for review is September 2019.

### Key Personnel

- The designated safeguarding lead is John Abbott/Deputy Head
- The Deputy designated safeguarding leads are Vicky Ellis/Headteacher and Sarah Nunn/Head of Pre Prep and EYFS

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- The Surrey County Council Social Services Emergency Duty Team can be contacted via 01483 517 898.

## **Procedures**

These procedures are intended to ensure that pupils at Banstead Prep School are looked after safely in the event that a pupil is not collected at the appointed time. Initial procedures may vary according to the age and maturity of the pupil and the time of day (see sections below), but staff should not take a pupil home with them.

After making every reasonable attempt to contact the parents (or other nominated carer), and if there is no response from any of the contact or emergency numbers provided to the school, the Social Services Emergency Duty Team must be contacted and it is they who will be responsible for making emergency supervision arrangements for the pupil.

A full written report of an incident of an uncollected pupil is always made to the Headteacher and, where appropriate, Ofsted is informed.

## **Collection procedure:**

- Nursery children should be collected by their named, responsible adult from the Nursery front door at 12 noon, 3.00pm or 4.00pm.
- At 3.15pm Reception/ 3.30pm Year 1 and 2 pupils are walked to the front gate to be collected by their named responsible adult. Pupils with siblings may attend 'Sibling Club' and be supervised by staff in a Pre-Prep classroom until 4pm when the children will be walked to the school gate to join their older siblings.
- At 4.00pm pupils in Years 3 to 6 are collected from the front gate. All pupils are the responsibility of their Form Teacher until collected by their named, responsible adult.
- No pupil should be collected by an adult not named as the person collecting the child that day.
- Pupils attending an after school group or activity will be walked to the front gate at the end of the club to be collected by their named, responsible adult. The adult conducting the after school group or activity is responsible for the safe collection of pupils in their care.

## **Welfare and safety in the event of failure of collection procedure:**

- EYFS, Year 1 and 2 pupils who are not collected at the end of the school day (3.00/3.15/3.30pm) will be taken to Late Class until 4.00pm. Pupils can be collected from the Late Class classroom door by their named responsible adult.
- If information is not available from parent/carer or if parent/carer fails to collect by 4.00pm the child will be taken to After School Care. He/she is to be

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reassured and given tea if hungry. Enquiries should be made by the School Office, teaching and assistant staff and by ASC team using the emergency number(s) given by parents/carers on entry to the school as to when the pupil is going to be collected. These contact details can be accessed on iSAMS, or in the event of system failure in hard copy from files kept in the School Office.

- A member of SLT is to be informed by 4.00pm of any unplanned non-collection of a pupil. Enquiries are to continue to ascertain whereabouts of the responsible adult and emergency carers, as organised by SLT. The pupil not collected is to be given reassurance and access to all care and facilities of ASC. Up until the point the pupil is collected or handed into the care of Social Services they will be cared for by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.
- If a child is not collected by 6pm and contact has not been made with the adult responsible, or if no information about the care and collection of the child is available, the designated safeguarding lead, John Abbott, or deputies, Sarah Nunn or Vicky Ellis, are to be informed. The child must remain in the care of ASC staff until the Headteacher/Deputy Head or a responsible appointed adult take over this responsibility. The designated safeguarding lead, or deputy designated safeguarding leads will take the decision to inform social services after 6pm dependent upon the information available to them.

### **Failure to collect after an evening school trip**

- If a pupil has not been collected 30 minutes after a school trip has returned and no parent can be contacted, the teacher responsible in charge must contact the SLT member on call, who will inform the Headteacher and decide what action to take, as above.

### **Failure to Collect after a Critical Incident or during Inclement Weather**

In the event of a major incident or inclement weather with the potential to affect the ability of parents to collect pupils at the appointed time, the Headteacher will make arrangements to keep the school open and provide emergency supervision for pupils who have not been collected from school. The Headteacher, together with SLT, will ensure that enough staff stay on site to ensure adequate ratios for supervision, at all levels, including EYFS. The school's Critical Incident Policy will apply. Decisions to contact Social Services will be made at a time commensurate with the scale of the incident and the number of pupils affected and their age.

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