



BEVENDEAN

ACTION TO BE TAKEN IF A CHILD IS NOT COLLECTED FROM SCHOOL POLICY

If a child is not collected from school the following action will be taken:-

- If a child is not collected at 12.15pm after the morning Mini Transition and Transition session and the parents/carers cannot be contacted, the child will join the other Transition children and have lunch and then join the afternoon Transition session. The office staff will continue to try and contact the parents/carers.
- If a child is not collected at the end of the day, the teacher or teaching assistant will come to the office to check if any messages have been left regarding the child.
- If there are no messages, the teacher/office staff will call the parents/carers. If the parents/carers cannot be reached on the available numbers, the emergency contacts will be called.
- While a child is waiting to be collected, they may go to late club/extended day club. Meanwhile, the office staff will continue to try and contact the parents/carers if they have been so far unavailable.
- If the child has not been collected after extended day club finishes at 5.25pm, the child is to be brought to the Head of Pre-Prep's office. The Head of Pre-Prep will be responsible for the child until the parents/carers are contacted. In the absence of the Head of Pre-Prep the Head of Year will undertake this role.
- If the child has not been collected by 6.30pm and the parents/carers have not responded by then, Social Services or the Police will be called.

R Samson

Date of Policy: 01/03/2019

Date of Policy renewal: 01/03/2020