



NON-COLLECTION OF A BOY

Aim

It is rare that a boy is not collected by his parents or by an authorized or known adult at the end of a school day. In such circumstances the School will put into practice procedures to ensure that the boy is cared for safely. Child safety is paramount and all of the staff realise, and accept, that we have a duty of care to all boys at Aldwickbury whilst they are in our care. This policy applies to all year groups in the School including EYFS. Parents are made aware of these procedures through the website and occasional reminders in newsletters.

The Procedure

The School has all of the possible contact details for the parents and carers. We also ask for contact details of friends or relations who can be reached in emergencies. These are updated annually, and parents are aware of their responsibility to inform the School Office of any changes that occur. These details are entered on the School's database and alterations kept up to date.

Pre-Prep (Reception to Year 2) Including EYFS.

If a parent does not arrive at the end of the School day and no message has been received, a boy will be looked after by a member of staff whilst the teacher or Head of Pre-Prep telephones the parent or emergency number to ascertain an arrival time.

If the boy is placed into After School Club the parents in Years 1 and 2 will be charged for the session if they do not arrive by 3.30pm; in EYFS charges will be enforced after 3.15pm. At this time they will be signed into the ASC and normal procedures will be followed.

The Head of Pre-Prep will keep a record of boys who are persistently collected late.

Junior Department (Years 3 and 4)

The Junior Department staff will take any boy to the office if their parents have not arrived by 4.10pm and no message has been received. The secretaries will then attempt to contact their parents. If this is not possible they will be placed in ASC at 4.20pm and the parents will be charged for the session. Normal procedures will be followed; the boys will be signed in and out. If the parents are on their way and do not wish to have their son in ASC the boys will remain in the Front Hall and the parents

will collect them from there, the secretaries will ensure that they leave safely with their parents.

The secretaries will keep a record of the boys who are collected late.

Years 5 and 6

Any boy who is not collected by 5.20pm will be placed in the ASC by the member of staff on duty. The boys will need to sign in and then be signed out in the normal manner and the parents will be charged for the session.

Years 7 and 8 and those in Year 5 and 6 who have been at ASC or in an activity (Monday to Thursday)

Any boy not collected by 5.55pm should be taken to the dining room by the Duty Staff/ASC supervisor to wait for their parents under the supervision of the boarding staff. If no message has been received the matron will try and contact the parents at this stage. Should circumstances require, the boy may have Boarders' Supper. The charge will be at the normal rate. The boarding staff will take responsibility until the boy is collected by the parents or another known adult. The boarding staff must be informed when the boy is collected by his parents or a known adult.

The duty staff (boarding) should ensure that the office are informed via email (secretary@aldwickbury.org.uk) of boys who are not collected after 6.10pm and this will be recorded by the secretaries.

Years 7 and 8 and those in Year 5 and 6 who have been at ASC or in an activity (Friday evenings)

A member of staff is on duty on a Friday evening and will be in the car park. If a boy has not been collected by 6.00pm then the parents should be contacted. The member of staff will take responsibility for the boy until his parents or another known adult collects the boy.

The duty staff should ensure that the office are informed via email (secretary@aldwickbury.org.uk) of boys who are not collected after 6.00pm and this will be recorded by the secretaries.

End of Term/Half Terms (all year groups including EYFS) (when the School finishes at lunch time)

In the Pre-Prep any boy not collected 15 minutes after the designated collection times should be taken to the Head of Pre-Prep so that contact can be made with the parents. The form teacher or another member of staff should wait with the boy and ensure that he leaves the premises safely. This will be recorded by the Head of Pre-Prep.

Any boy in Years 3 to 8 who has not been collected by 15 minutes after the designated collection time should be taken to the office so that contact can be made with the parents. The form teacher or another member of staff should wait with the

boy and ensure that he leaves the premises safely. This will be recorded by the office staff.

This procedure also applies on any occasion when the School finishes before the normal end of the day.

Boys still uncollected an hour after their collection time (all year groups including EYFS)

In the extreme circumstances that the School cannot contact a boy's parents an hour after his arranged collection time then the Headmaster (or one of the Deputies) and in the Pre-Prep, the Head of Pre-Prep should be informed.

They will then take responsibility for the situation and continue to make every effort to contact the parents. They will also try and contact the other named persons that the parents have given to the office.

In such circumstances where the parents still cannot be contacted the Headmaster or Deputy Head will contact police and social services. A full written report will be made.

Headmaster

Reviewed: September 2017