



## Early Years Uncollected/Late Child Policy

Reviewed by	Senior Leadership & Management Team
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Authorised by	Board of Governors of New Hall

## NEW HALL PREPARATORY SCHOOL EARLY YEARS UNCOLLECTED/LATE CHILD POLICY

### 1. Introduction

New Hall, a Catholic boarding and day school, provides  
**the best start in life**, enabling students  
to meet confidently the challenges of the wider world.

Here **academic excellence** is achieved in surroundings  
where relationships are based on  
**care, trust and respect**.

We **welcome** students from many traditions,  
building a Christian **community** that has at its heart  
**prayer and service** to others.

As a Catholic school, this Mission & Ethos Statement lies at the heart of all we do. We recognise that all our pupils are made in the image and likeness of God; each one is special and unique. It is therefore our responsibility to ensure that each one discovers his/her strengths and gifts and this is done by providing an holistic curriculum which offers breadth, as well as depth, of learning.

In Foundation Stage, in the event that a child is not collected by an authorised adult at the end of a session/day, the setting puts into practice agreed procedures. These ensure the child is cared for safely 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. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

### 2. Procedure

Parents of children starting school are asked to provide the following specific information:

- a) Home address and telephone number
- b) Place of work, address and telephone number (if applicable)
- c) Mobile telephone number (if applicable)
- d) An alternative emergency contact number
- e) Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their children from the setting, eg a childminder or grandparent
- f) Who has parental responsibility for the child
- g) Information about any person who does not have legal access to the child
- h) A password is to be used when the parent/carer is not the person collecting the child

In the event of the parent being late:

- The home/school book will be checked for any information about changes to procedures
- The School Office will be informed in case the parent has already made direct contact with the school office
- All reasonable attempts are made to contact the parents or nominated emergency contact number
- A written log will be kept, detailing all attempts to contact parents/guardians

- The child does not leave the premises with anyone other than those named on their file or those having the prearranged password
- The child joins After School Care which runs in Pre-Reception from 4.00pm – 6.00pm, or in Beaulieu from 3.30-6.00pm for Reception children. The child will be in the care of qualified adults
- If no-one collects the child at 6.30pm and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children, being the school will contact the local authority children's social services care team
- The child stays at the setting in the care of two fully vetted workers, either at the Preparatory or Senior School, until the child is safely collected either by the parents or by a social care worker
- Social care will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the local authority
- Under no circumstances do staff go to look for the parent, nor do they take the child home with them
- A full written report of the incident is recorded in the child's file
- A late collection charge will be applied
- Ofsted may be informed
- Office Staff will keep a record of any late departures