



## Uncollected Child Policy

This policy is applicable to all pupils, including those in the EYFS

<b>Author/Reviewer responsible:</b>	Deputy Head Pastoral	<b>Date of Review:</b>	September 2023
<b>Reviewed by:</b>	Head	<b>Date of Authorisation:</b>	Updated pending board approval
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CONTENTS	
1.	Policy Statement
2.	Key Personnel and Contact Details
3.	At Bevendean
4.	At Main Site
5.	Reporting (Whole School)
6.	Major Incidents

## **1. Policy Statement**

Danes Hill 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 may well have to contact the relevant Social care Duty Officer on the number below, 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, Danes Hill School reserves the right to charge a fee for late collection to cover the additional time worked by our staff. This policy applies to all members of our school community and Danes Hill 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 main school office and should be read in conjunction with the following documents:

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

Danes Hill 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.

These procedures are intended to ensure that pupils at Danes Hill School are looked after safely in the event 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, but under no circumstances will a member of staff go to look for a parent or take the pupil home with them.

This document is reviewed annually by the Deputy Head Pastoral or as events or legislation changes require.

Parents of pupils are required to provide contact details which are recorded on our Student Management Information System, this includes home and mobile telephone numbers of parents and other emergency contacts. Parents are regularly reminded to update their contact information.

## 2. Key Personnel and Contact Details

Safeguarding Role	Name	Position at School	Contact Details
Designated Safeguarding Lead - both sites (DSL)	Mr Ibe Akoh	Deputy Head Pastoral	<a href="mailto:iakoh@daneshill.surrey.sch.uk">iakoh@daneshill.surrey.sch.uk</a> 01372 849289
Danes Hill Site			
Deputy DSLs	Mrs Sonal Chatrath	Deputy Head Academic	<a href="mailto:schatrath@daneshill.surrey.sch.uk">schatrath@daneshill.surrey.sch.uk</a> 01372 849285
	Mrs Maxine Shaw	Head	<a href="mailto:mshaw@daneshill.surrey.sch.uk">mshaw@daneshill.surrey.sch.uk</a> 01372 849286
	Ms Nikki Harris	Assistant Head Pastoral	<a href="mailto:nharris@daneshill.surrey.sch.uk">nharris@daneshill.surrey.sch.uk</a> 01372 849250
Bevendean Site			
Deputy DSL with DSL responsibility for EYFS and Bevendean	Mrs Ruth Samson	Head of Bevendean	<a href="mailto:rsamson@daneshill.surrey.sch.uk">rsamson@daneshill.surrey.sch.uk</a> 01372 842546
Deputy DSL	Mrs Georgie Smith	Head of EYFS	<a href="mailto:gsmith@daneshill.surrey.sch.uk">gsmith@daneshill.surrey.sch.uk</a> 01372 842546
Governors			
Chair of Governors	Mrs Katy Cornish	Governor	<a href="mailto:kcornish@daneshillschool.com">kcornish@daneshillschool.com</a> 01372 849287
Safeguarding Governor	Mr Dan Tiller	Governor	<a href="mailto:dtiller@daneshillschool.com">dtiller@daneshillschool.com</a> 01372 849288
External			
Children's Single Point of Access (SPA) Team(Surrey)		The Dakota Building, 11 de Havilland Drive, Weybridge, Surrey, KT13 0YP	Email: <a href="mailto:cspa@surreycc.gov.uk">cspa@surreycc.gov.uk</a> 0300 470 9100 OPTION 5

### **3. At the Pre Prep**

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

- If a pupil is not collected at 12.15pm after the morning Mini Transition and Transition session and the parent/carers cannot be contacted, the pupil will join the other Transition pupils and have lunch and then join the afternoon Transition session. The Bevendean office staff will continue to try and contact the parents/carers.
- If a pupil is not collected at the end of the day, the class teacher or teaching assistant will come to the Bevendean office to check if any messages have been left regarding the pupil.
- If there are no messages, the class teacher/Bevendean office staff will call the parents/carers. If the parent/carers cannot be reached on the available numbers, the emergency contacts will be called.
- While a pupil is waiting to be collected, they may go to late club/extended day club under the supervision of the Teaching Assistant Co-Ordinator. Meanwhile, the Bevendean office staff will continue to try and contact the parents/carers if they have been so far unavailable.
- If the pupil has not been collected after extended day club finishes at 5.25pm, the pupil 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 Early Years Foundation Stage or one of the Head of years will undertake this role. Each senior leader member takes responsibility to be available to support for a specific day of the week in these situations.
- If the pupil has not been collected by 6.30pm and the parent/carers have not responded by then, Children's Services or the Police will be called and notified.

### **4. At the Prep School**

If a pupil is not collected at the end of the normal school day and they have not been registered for the After School provision, staff follow these procedures:

- The Form Teacher and Administration staff are asked for any information about changes to the normal collection routine
- Ask the pupil to go to the After School Club in the library and make themselves known to the staff member on duty
- All reasonable attempts are made by the staff to contact the parents/carers using contact details from our Student Management Information platform

- If contact is made with the parent/carer, the pupil stays at school with a member of staff until they are collected
- If no contact can be made, after an hour, staff liaise with a member of SLT and contact our Surrey Children's services (number above)
- 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 pupil. The pupil will receive a high standard of care in order to cause as little distress as possible

## **5. Reporting (Whole School)**

A full written report of the incident is recorded and passed on to the Head and the DSL for consideration.

## **6. Major Incidents**

In the event of a major incident with the potential to affect the ability of parents to collect pupils at the appointed time, the Head will endeavour to make arrangements to keep the school open and provide emergency supervision.