



Uncollected Child Policy

Audience

This policy is for all children at Hampton Pre-Prep & Prep School; therefore, it includes the Early Years Foundation Stage (EYFS) (Kindergarten and Reception), Pre-Prep and Prep Departments.

Policy Statement

If a parent or authorised adult fails to collect a child at the appointed time, the School still has a duty of care towards the child and will follow the procedure outlined below.

Procedure

In Pre-Prep, if a parent fails to collect a child at the appointed time the following will apply:

1. A child who is not collected should remain with his/her Form Teacher for fifteen minutes.
2. A message should be sent to the School Office and the School Secretary will attempt to contact parents/carers, or any other adult normally authorised to collect the child.
3. The child will then be taken to 'Late Stay' for safe-keeping and will remain there until s/he is collected. 'Late Stay' operates every day from 3.30 – 5.30pm.
4. After all reasonable attempts to contact parents/carers have been made, between 5.30 and 6.00pm, the School will make contact with the local authority Single Point of Access (SPA) who will alert the police and social care.

Prep pupils will be taken to Late Stay at the Pre-Prep (Wensleydale Road site) for safe-keeping and the same procedure (Point 4 above) will be followed.

In the case of Kindergarten pupils, who normally leave the premises at midday, the School will make all reasonable attempts to contact parents/carers. However, after half an hour, at 12.30, the School will make contact with the local authority SPA who will alert the police and social care.

Pupils **must not** be released into the care of another parent unless direct permission is granted by the parents/carers to the teacher on duty or through a message from the School Office. Staff should not take the child to the child's home or to another house, nor transport them in a staff's own car unless written permission has been given by parents/carers.

Parents in the Pre-Prep have been requested to inform the School immediately that changes have been made to the persons responsible for picking up pupils from school. The School regularly impresses upon parents how vitally important it is that all contact information for parents and other nominated carers is kept up to date on each pupil's file.

Parents are expected to inform Form Teachers/School Office if collection arrangements are changed or if boys are going home by bus, bicycle or walking home.

It is, therefore, vitally important that any changes notified to members of staff are documented immediately and disseminated.

Date updated	June 2018	Date ratified by Governors	June 2018
Date of next review	June 2019	Reason for review	Annual Review

In the event that a parent / carer is deemed unfit to take charge of a child due to alcohol or substance abuse the School would similarly make contact with either the police or the local authority social care for children (SPA), subject to the child's home address.

Key Contact Details

Full local procedures may be found on the following website:
www.richmond.gov.uk/local_safeguarding_children_board

Richmond and Kingston Single Point of Access (SPA)
Call: 020 9547 5008 or 020 8770 5000 for out of hours; Email: spa@richmond.gov.uk

Local Safeguarding Children Board (LSCB)
Richmond upon Thames
Civic Centre
42 York Street
Twickenham TW1 3BZ
Tel: 020 8891 7906

LSCB Independent Chair
Deborah Lightfoot deborah.lightfoot@richmond.gov.uk

LSCB Business Manager
Natalie Allen
020 8891 7849 natalie.allen@richmond.gov.uk

Principal Manager, Safeguarding Children and Family Support
Kieran Travers
020 8891 7961 k.travers@richmond.gov.uk

Child Protection Manager/Local Authority Designated Officer (LADO)
020 8891 7969/7830
020 8831 6008 (Kingston & Richmond) lado@richmond.gov.uk.cjism.net

Initial Response Teams' Contact Details of Children's Services (Social Care) covering the catchment area of our pupils:

Ashford	01932 794479 /0300 123 1610
Chiswick/Hounslow	020 8583 3400
Ealing	020 8825 8000
Elmbridge/Weybridge	0300 200 1006
Hammersmith	020 8748 3020
Kingston	020 8547 5888
Merton	020 8545 4226
Wandsworth	020 8871 6622