



Uncollected Child Policy

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Date updated	September 2025	Date ratified by Governors	October 2025
Date of next review	September 2026	Reason for review	Annual Review

Audience

This policy is for all children at Hampton Pre-Prep & Prep School (the 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 for Uncollected Children

If a child is not collected at the designated time, the following steps will be taken:

1. Initial Supervision

The child will remain with their Class Teacher (Pre-Prep) or Form Tutor/Subject Teacher (period 10) (Prep).

2. Contacting Parents/Carers

A message will be sent to the School Office, who will attempt to contact the child's parents/carers or any other authorised adult listed on the child's records.

3. Transfer to After-School Provision

If contact cannot be made and collection is delayed, the child will be taken to the appropriate supervised setting:

Pre-Prep children will go to Late Stay, operating daily from 3.30pm to 5.30pm.
Prep children will attend Supervised Prep on the Prep site.

4. Escalation

If no authorised adult has collected the child by **5.30pm**, and all reasonable attempts to contact parents/carers have been exhausted, the School will contact the **Single Point of Access (SPA)** at the local authority between **5.30pm and 6.00pm**. The SPA may involve social care and the police.

5. Morning Kindergarten pupils

Morning Kindergarten pupils normally leave at **12.00pm**. If they are not collected by **12.30pm**, and contact has not been established with parents/carers, the School will contact the SPA to alert social care and the police.

Additional Safeguarding Measures

- Children will only be released to individuals authorised by the child's parents/carers.
- Children will not be taken home by staff members or transported in private vehicles unless explicit written permission has been provided by the parent/carer and authorised by a member of the Senior Leadership Team.
- In cases where a parent/carer appears unfit to collect the child due to alcohol, substance use, or other safeguarding concerns, the School will immediately contact the SPA and/or the police. This decision will be made by the Headmaster (Prep), Head of Pre-Prep, or an on-site deputy.

Communication and Record-Keeping

- Parents/carers are expected to inform the School promptly of any changes to collection arrangements.

- All changes must be reported to the Class Teacher/Form Tutor and the School Office and recorded immediately.
- Only pupils in Year 5 (Summer Term only) and Year 6 may walk home unaccompanied, and only if all required parental permissions and safeguarding checks are in place.

Responsibilities of Parents/Carers

- Maintain up-to-date contact information with the School.
- Inform the School in advance of any changes to the adult responsible for collecting their child.
- Ensure that any person collecting a child is named on the School's records or formally communicated to the School Office.

Review

This policy is reviewed annually or in response to changes in statutory guidance or local safeguarding procedures.

External Agencies, Services and Professionals' Contact Details

In an emergency	If you think a child is in immediate danger	999
Single Point of Access Richmond and Kingston (SPA) <i>(Achieving for Children)</i>		Call 020 8547 5008 from 8am to 6pm, Monday to Friday, or 020 8770 5000 out of hours spa@richmond.gov.uk
Local Authority Designated Officer (LADO)	Guildhall 2 High Street Kingston upon Thames KT1 1EU	020 8891 7370; 07774 332675 LADO@achievingforchildren.org.uk
Police Child Abuse Investigation Team (CAIT)	Feltham Police Station, 34 Hanworth Road, Feltham, TW13 5BZ	020 8247 6331
Richmond Safeguarding Children Partnership	Ground Floor 44 York Street Twickenham TW1 3BZ	0783 4386459 lscb-support@kingrichlscb.org.uk
Kingston Safeguarding Children Partnership	Room 54 Main Guildhall High Street Kingston upon Thames	07834 386459 lscb-support@kingrichlscb.org.uk
Kingston and Richmond Safeguarding Children Partnership (KRSCP)	44 York Street Twickenham TW1 3BZ	T: 07834 386459 E: Klscb-support@kingrichlscb.org.uk Safeguarding : Kingston E: kingstoncluster-safeguarding@achievingforchildren.org.uk Mobile : 07876 578076 Duty: T: 020 8547 6611 Safeguarding: Richmond E: richmondcluster-safeguarding@achievingforchildren.org.uk Mobile: 07935 014637 Duty: T: 020 8891 7380
Initial Response Teams' Contact Details of Children's Services (Social Care) covering the catchment area of our pupils		
Surrey	0300 470 9100 (out of hours 01483 517898)	
Surrey North East	0300 123 1610 (Elmbridge, Epsom, Spelthorne)	
Surrey North West	0300 123 1630 (Woking)	
Surrey West	0300 123 1640 (Guildford)	
Windsor and Maidenhead	01628 683150	
Hounslow	020 8583 6600	
Ealing	020 8825 8000	
Hammersmith and Fulham	0208 753 6600	
Merton	020 8545 4226 (out of hours 0208 770 5000)	
Wandsworth	020 8871 6622 (out of hours 0208 871 6000)	