



THOMAS'S KENSINGTON NON COLLECTION OF CHILDREN POLICY

AIMS

We aim to ensure that all children are safe while in school and are never at risk of leaving the school with anyone other than an authorised adult. In the event that a child is not collected by an authorised adult at the end of a day, the school will put into practice procedures to ensure that the child is cared for safely. Parents are made aware of these procedures.

PROCEDURES

Parents of children joining Thomas's provide the following information on our registration form and school card, which is updated annually:

- Home address, telephone numbers and email addresses
- Work addresses, telephone numbers and work email addresses
- Mobile telephone numbers
- Emergency contact details including telephone number, mobile number and email address

On occasions when parents are aware that they will not be at home for any period of time they inform the School Office of the person who is in loco parentis and how he/she can be contacted.

On occasions when parents or the person normally authorised to collect the child are not able to collect the child, they need to record the name, address and telephone number of the person who will be collecting the child in the homework diary. We will agree with the parents how to verify the identity of the person who is to collect the child.

Parents are informed that if they are not able to collect the child as planned, they must inform us. We also inform parents that – in the event that their children are not collected by an authorised adult and the staff can no longer supervise the child in school – we apply our child protection procedures.

If a child is not collected at the end of a day (ie: Reception at 15.20; Year 1 and Year 2 at 15.30, Year 3 at 15.45 and Year 4, 5 and 6 at 16.00 or after an after school activity) we follow the guidance listed below:

PROCEDURES IN THE EVENT OF A CHILD NOT BEING COLLECTED

- The homework diary and e-mail messages are checked for any information about changes to the normal collection routines
- If no information is available parents are contacted at home or at work
- All reasonable attempts are made to contact the parents or nominated carers
- If this is unsuccessful the adults who are authorised by the parents to collect their child from school are contacted
- The child does not leave the premises with anyone other than those named in the school records or in the school diary

In the Lower School:

- The child is cared for in the school office by a staff member known to the child until 16:00.
- The office attempts to make contact with the parents or nominated carer. Meanwhile the child remains in school office until collection.
- If Lower School children are not collected before 16.30, are not taking part in an after school activity and there is nobody who can be contacted, The Head of Early Years applies the procedures for uncollected children. The Headmistress and Safeguarding Lead are informed.

In the Prep School:

- The Office is informed that the child has not been collected by the member of staff dismissing the class.
- The Office checks with the Head of Transport to make sure the child is not due to go on either the 4 o'clock bus or the 5 o'clock bus
- The child is sent to the nominated Prep Room and he/she is cared for by a teacher or staff member known to them.
- The office attempts to make contact with the parents or nominated carer. Meanwhile the child remains in Prep until collection.
- If Prep School children are not collected by 1700, are not taking part in an after school activity, are not on the 5 o'clock bus and there is nobody who can be contacted, a member of the SLT/CLT on Late duty applies the procedures for uncollected children. The Headmistress and safeguarding Lead are informed.

Other non-collection times:

If a pupil is not collected from an off-site activity (games, match, after school club/activity, at the end of a school visit) the Headmistress should be informed. If a pattern of late picking up emerges the Headmistress is informed and if this happens on a multiple occasions, then the Headmistress and the Designated Safeguarding Lead should arrange a meeting with the parents and the appropriate members of staff.

GENERAL PROCEDURES FOR UNCOLLECTED CHILDREN

- Under no circumstances are staff members to take the child home with them
- The child does not leave the premises with anyone other than those named on the school card or in the school diary
- The Headmistress and the Safeguarding Lead contact our local authority social services

- The child stays at school in the care of two fully vetted workers until safely collected either by parents or a social worker
- A full written report on the incident is recorded in the child's file

See also: [Safeguarding and Child Protection Policy](#)

This policy will be reviewed annually			
Created: February 2008	By:	Jill Kelham, Vice Principal	
Latest Review: April 2019	By:	Nathalie Renou, Assistant Head – Welfare and Safeguarding	Changes made
Next Review: April 2020	By:	Nathalie Renou, Assistant Head – Welfare and Safeguarding	