



## THOMAS'S FULHAM 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 Essential Pupil Information Form (EPIF) which is completed when a pupil joins the school. It is the parents' responsibility to inform the school if any details on this form change.

- Home address, telephone number and email address
- Work address, telephone number and work email address
- Mobile telephone number
- 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 they can be contacted.

On occasions when parents or the person normally authorised to collect the child are not able to collect the child, they record the name, address and telephone number of the person who will be collecting the child in the pupil planner. We 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 their day (i.e. at the end of the day or after an after school activity) we follow the procedure below:

**PROCEDURE IN THE EVENT OF A CHILD NOT BEING COLLECTED**

- The pupil planner is checked for any information about changes to the normal collection routines
- If no information is available parents are contacted at home or at work
- If this is unsuccessful the adults who are authorised by the parents to collect their child from school are contacted
- All reasonable attempts are made to contact the parents or nominated carers
- Lower School pupils are cared for in the nominated Late Room by a teacher or staff member known to the child until 16:00.
- From 16:00 onwards if Lower School or Prep School pupils are not collected after one hour (and are not taking part in a club) and there is nobody who can be contacted, we apply the procedures for uncollected children.
- The child does not leave the premises with anyone other than those named on the school card or in the pupil planner
- We contact our local authority social services department
- The child stays at school in the care of two fully vetted workers until safely collected either by parents or a social worker
- Under no circumstances are members of staff to take the child home with them
- A full written report on the incident is recorded in the child’s file

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

<b>This policy will be reviewed annually and/or when needed</b>			
Created: January 2009	By:	Paul Wild, Deputy Head teacher and H&S Co-ordinator	
Latest Review: September 2019	By:	Lee Walters, Assistant Head and H&S Co-ordinator	No changes
Next Review: September 2020	By:	Lee Walters, Assistant Head and H&S Co-ordinator	