



THOMAS'S CLAPHAM NON-COLLECTION OF CHILDREN POLICY

AIM

Thomas's Clapham aims to ensure that all children are safe within 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.

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 the pupil joins the school. It is the parents' responsibility to inform the school if any of the 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 or not able to collect the child, they will inform the relevant Head of School of the person who is in loco parentis and how they can be contacted. They will additionally complete the information form with contact details (Appendix 1). This form will be held on school file until normal collection recommences.

If a child is not collected at the end of a day the following procedures are put into place:

Lower School

1. The Lower School allocates a late collection room every day. This room is communicated to parents on the parents' notice board. Additionally, Lower School teachers have a copy of the duty rota on display in their classroom.
2. A late pick up folder is stored in the school office. This folder is collected at the end of the day and is returned when all students have been collected. The date, name and collection time is recorded by the late room teacher. Children are signed out by parents/carers when they are collected. This ensures we have a record of children in the event of a fire alarm and additionally allows us to review the occurrence of late collection should it become a Safeguarding concern.

3. If a child has not been collected by 4pm, teachers take them to the front office to call parents.

Prep School

No member of staff is formally registered to monitor students who have not been collected from dismissal.

The process for the Prep School is as follows;

1. If a child has not been collected, the teacher will check with the school office if a message has been left.
2. If no message has been left, the teacher will call parents and inform them that the child has not been collected.
3. The teacher will fill in the date, the name of the child, teacher details and location in the school, in the late school pick up folder which is in the front office.
4. Staff will supervise the child until they are collected or arrange someone else to cover if they need to leave.
5. Once the child is collected, staff record the incident on iSAMS under Clapham Welfare.

This folder is to remain in the office at all times. It ensures we have a record of children in the event of a fire alarm and additionally allows us to review the occurrence of late collection should it become a Safeguarding concern.

Non Collection

If in the event that a child is not collected by an authorised adult and the staff can no longer supervise the child in school, we apply our child protection procedures.

If staff have attempted to contact the parents and are unsuccessful, teachers will:

1. Contact the emergency adults who are authorised by the parents to collect their child from school and inform them that the child needs to be collected.
2. Contact a member of the SLT who is on late duty and inform them of the situation.
3. If no-one collects the child after one hour and there is nobody who can be contacted, a member of the SLT will contact our local authority social services department.
4. The child stays at school in the care of two fully vetted workers until safely collected either by parents or a social worker.
5. Under no circumstances is any member of staff to take the child home with them.
6. A full written report on the incident is recorded in the child's file if required.

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

This policy will be reviewed annually			
Created September 2007	By:	Joanna Copland, Deputy Head	
Latest Review: Jan 2020	By:	Jon Chesworth, Deputy Head – Community & Welfare	Changes made
Next Review: Jan 2020	By:	Jon Chesworth, Deputy Head – Community & Welfare	

Appendices

Appendix 1: In Loco Parentis Information Form

CLAPHAM NON COLLECTION OF CHILDREN POLICY APPENDIX 1

IN LOCO PARENTIS FORM

I hereby confirm that we will be away in the dates provided below and the person(s) listed below will be acting in loco parentis in my/our absence.

Dates of In Loco Parentis	From:	To:
Child's/Children's First Name:	Child's/Children's Surname:	Class:
Name of person/people acting In Loco Parentis:		Relationship to child/children:
		Relationship to child/children:
Contact Number for person acting In Loco Parentis:		
Are the children staying in their own home during this period?	Yes /No (If no, please provide details)	
Contact number for parents whilst away:		
Any further info you feel may be of use:		

Signed:

Date: