



NON-COLLECTION OF CHILDREN POLICY

This policy relates to all sections and activities of the school e.g. the Senior School, the Junior School (including EYFS), Wrap Around Care, Offsite and School-run holiday activities or clubs.

1 REGULATORY FRAMEWORK

1.1 This policy has been prepared to meet the School's responsibilities under:

- DfE, Education (Independent School Standards) Regulations (2014, last updated September 2022)
- DfE, Statutory framework for the Early Years Foundation Stage (October 2024)
- Data Protection Act (2018) and General Data Protection Regulation (GDPR)
- DfE, Keeping Children Safe in Education (September 2024)
- DfE, Working Together to Safeguard Children (2015, last updated December 2023)
- The School's Safeguarding (Child Protection) Policy

2 PROCEDURES FOR UNCOLLECTED CHILDREN

2.1 We ask parents to provide specific information which is recorded on the electronic school system including:

- Home address and telephone number.
- Place of work, address and telephone number (if applicable).
- Mobile telephone number and email address.
- Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from Red House School, for example, a childminder or grandparent.
- Information about any person who does not have legal access to the child; and who has parental responsibility for the child.

2.2 Parents must ensure that School always has up-to-date information.

2.3 On occasions, when parents or the persons 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 their child by informing the School Office. We agree with parents how to verify the identity of the person who is to collect their child.

2.4 Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can make alternative arrangements. We also inform parents that – in the event that their children are not collected from Red House School by an authorised adult and the staff can no longer supervise the child on our premises – we apply the procedures as set out in this policy.

2.5 If a child is not collected at the end of the day, or at the end of Tea & Prep/Session 6/Holiday Club or after a visit/trip, the School will follow the procedure below:

- Parents should be contacted using all the available telephone numbers (home, work and mobile) to ascertain a new anticipated collection time.
- If this is unsuccessful and parents cannot be contacted, then the emergency telephone numbers provided by parents should be used.
- If a responsible adult nominated by the parents cannot be contacted at the latest designated pick-up time (i.e. 6pm), the member of staff should contact the School's Designated Safeguarding Lead (DSL) or one of the Deputy Designating Safeguarding Leads (DDSL), if the DSL is not available.
- The Head should be informed of all such occurrences.
- The DSL will contact the Children's Hub (Tel: 01429 284284), and further action will be taken in accordance with the advice of Children's social care.

Reviewed by: C Thompson, S Lindsay-Symington & S Haywood
March 2025

Ratified by: The Health & Safety Committee of the Board of Governors
March 2025