

## **UNCOLLECTED CHILD POLICY**

Beechwood Sacred Heart School is committed to protecting and safeguarding the welfare of the children entrusted to its care. In the event that a child is not collected by an authorised adult at the end of a session or day, the school will put into place agreed procedures. These will ensure that the child is cared for safely by experienced practitioners who are known to the child. We will ensure that the child receives a high standard of care in order to minimise any possible distress.

### **Procedures**

Parents of children starting at Beechnuts Nursery or Beechwood Sacred Heart School are asked to provide the following specific information on our registration form. This information is checked annually to ensure that it is always up to date:

- Home address and telephone number, mobile phone number, email address of all those with parental responsibility for the child
- Place of work, address and telephone number (if applicable)
- Names, addresses and telephone numbers of two emergency contacts who are authorised by the parents to collect their child
- Information about any person who does not have legal access to the child

Parents are asked always to inform the school if they are not able to collect their child at the expected time.

On the rare occasions when parents or the persons normally authorised to collect the child are unable to do so, the parents should provide details of the person who will be collecting their child in advance. It will be agreed with the parents how to verify the identity of the person who is to collect their child.

No child will be allowed to leave the premises with anyone other than those named on the registration form, or previously agreed.

If a child is not collected at the end of a day as expected, the following procedures apply:

- A Nursery pupil not collected at the end of the morning session will remain in the Nursery for the afternoon.
- Any child not collected at the end of the school day will remain in After-School Care.
- If a Senior or Prep child is not collected by 6 pm, all reasonable attempts should be made to contact the parents or nominated carers. If no contact can be made, the child will be taken by a member of staff to the Senior School and left in the care of boarding staff. The Deputy Head and Head will be informed and if necessary the Police will be informed.
- A written report of the incident will be recorded on the child's file.
- If a child is regularly left late at school with no contact from the parents a yellow form will be filled in and given to the Deputy Head who is the DSL. She will report and seek advice as necessary from the Area Safeguarding team.

