



SEVENOAKS
PREPARATORY SCHOOL

SAFEGUARDING – LATE COLLECTION OF CHILDREN POLICY

Status and Review Cycle: Statutory: Annual

Policy reviewed and amended: Autumn 2017

Next review date: Autumn 2018

Governor Lead: Tim Dickinson and Marius Carboni

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Reviewed by Policy Holder:	Mrs Helen Cook
Signature:	Date:

Approved by Governor Lead:	Mr Tim Dickinson/ Mr Marius Carboni
Signature:	Date:

SAFEGUARDING

Late Collection of Children Policy

Sevenoaks Preparatory School has the highest regard for the safety of the children in our care – from the moment they arrive to the moment that they leave.

It is the responsibility of all parents/carers to ensure that their child is collected at the agreed time by an authorised person over 16 years of age (parent, carer or designated adult), in accordance with the arrivals and departures procedures, found within our Attendance, Records and Transport policy.

If for some reason a child is not collected at the end of a session, the following procedures will be activated.

- If a child is not collected at the agreed time, staff will try to contact the parent/carers by telephone to find out why they are late. If unsuccessful, the emergency contact will be telephoned and asked to collect.
- If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the member of SMT on duty, or staff in charge of Late Stay or Little Oaks, will be informed.
- While waiting to be collected, the child will be supervised by at least two members of staff who will offer them as much support and reassurance as is necessary.
- If after repeated attempts no contact is made with the parent, carer, designated adult or emergency contact and no explanation can be found for their absence; as a very last resort, the member of SMT on duty or staff in charge of Late Stay or Little Oaks will call the local social services department for advice after 8pm – i.e. 2 hours after school closes.
- The school's primary concern will be the welfare and wellbeing of the child/ren during this time.
- In the event of the social services being called and responsibility for the child being passed to a child protection agency, the member of SMT on duty will attempt to leave a further telephone message with the parent/carers or designated adults' answerphone. Furthermore, a note will be left on the door of the school's premises informing the parent, carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local social services department and the member of SMT on duty.
- The child will remain in the care of the school until they are collected by the parent, carer or designated adult, or alternatively placed in the care of social services.

- Incidents of late collection will be recorded by the member of SMT on duty and discussed with parents/carers at the earliest opportunity.

Social Care out of Hours contact no: Social Services 03000 420234

Local Police Station (service desk):

Kent Police Safer Schools
Partnership Coordinator,
(Sevenoaks District)

PC Sue Harwood

Collection of child

The school holds a list of people who are authorised to collect each child. Under no circumstances can children leave the premises with any other person unless prior arrangements have been made and the Late Stay/Little Oaks Staff and/or the member of SMT on duty has knowledge of this.

Other Links

- Attendance, Records and Transport Policy