

AMDG



Uncollected Child Policy Donhead Preparatory School (including EYFS)

Introduction

The welfare of all our children at Donhead Preparatory School is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all the children safe always. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he is in our care. The aim of this policy is to clarify the process for children who are not collected in a timely manner. This policy should be read in conjunction with the Child Protection & Safeguarding Policy.

Information for Parents

Our Family Handbook contains:

- Arrangements for handing over children to the care of their parents at the end of the day.
- The arrangements for supervising the children whilst they are in school.
- The arrangements for registering the children in both morning and afternoon.
- Physical security measures which prevent unsupervised access to or exit from the building.
- Supervision of the playground and physical barriers that separate it from the rest of the school.

The enhanced supervisory arrangements for outings involving our children are set out in two detailed policy documents: 'Educational Visits' and 'Educational Visits for EYFS Children.' Both documents are on our website.

We review these policies regularly (every three years) in order to satisfy ourselves that they are robust and effective.

All new staff receive a thorough induction into the importance of effective supervision of children, including the very young children in Reception.

Procedure if a child is uncollected

Any uncollected children who remain uncollected after a phone call to the primary contact should be taken to After School Care located (after dismissal or after a club). Parents have 15 minutes grace after dismissal and clubs after which time they will be charged the half-hourly rate of after school club.

At the end of After School Care (5.55pm) the club leader should phone the parents of any uncollected child.

If the parents cannot be contacted the DSL is informed, and if they are not around a member of the SLT is informed, one of the emergency contacts is called, and they are asked to collect the child.

If the Head is not in school inform them by using the following mobile number: 07300 061681
If all the above fails, then either the DSL, Head or the Deputy DSL will telephone MASH – Merton Safeguarding Children Partnership 020 8545 4226 or 020 8545 4227 (Out of hours: 020 8770 5000)

March 2024 (review March 2027)