

05.23.03 CHILDREN NOT COLLECTED FROM SCHOOL POLICY

When a child is not collected from school the following procedures should be followed:

In the EYFS and Pre Prep

- Children in the EYFS or Pre Prep should be collected at 3:30pm every day unless they are attending mini club or ASC by prior arrangement.
- Children who are not collected will remain with a staff member while the child's parents/carers are contacted.
- If the parents are not contactable the child will be placed in mini club or After School Club and the parents will be charged accordingly.
- At the end of ASC if the child is still not collected and the parents/carers remain unavailable, the child will go to the school office, an EYFS staff member may stay with them if possible. All contact numbers provided by parents will be tried.
- If there is no response by 6:30pm the school will contact the DSL to make further arrangements and to contact the LADO.

First implemented: November 2017

Reviewed: January 2025