



# Uncollected child

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## 1 Policy statement

1.1 Embley is committed to taking the necessary steps to safeguard and promote the welfare of its pupils and we undertake to look after any pupil who is not collected from school at the appointed time.

1.2 If a parent is aware they are going to be late they should try to find someone else to collect their child and inform the school of this change in collection arrangements. If parents are unable to find someone else to collect, they should telephone the Prep School Office or Senior School Reception so that the school is aware there is a problem.

1.3 The school will make every reasonable attempt to contact the parents (or other nominated carer) but if there is no response from any of the contact or emergency numbers provided to the school, the school will contact the designated person for child protection, Leah Goodey in the Senior School and Sheina Wright in the Prep School, who will be responsible for making emergency supervision arrangements for the pupil. This may involve contacting the police.

1.4 The school is sympathetic to the parent/guardian of a pupil, who, where the circumstances are exceptional, is not collected on time. However, Embley reserves the right to charge a fee for the late collection to cover the additional time worked by our staff.

- This policy applies to all members of our school community, including boarders and those in our EYFS setting.
- Embley is fully committed to ensuring that the application of this Uncollected Child Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.
- Embley seeks to implement this policy through adherence to the procedures set out in the rest of this document.
- This document is available to all interested parties on our website and on request from the Senior or Prep School offices and should be read in conjunction with the following documents:

Child Protection (Safeguarding)

Missing Pupil Policy

Supervision Policy

## 2 Key Personnel

2.1 The Designated Safeguarding Lead (DSL) at Embley is Mrs Leah Goodey (Deputy Head Pastoral). The Designated Deputy Safeguarding Leads (DDSLs) are Mrs Rebecca Clayton, Miss Sheina Wright and Mr Johnathan McCredie.

2.2 The Hampshire Children's Service can be contacted on 0300 555 1384 (office hours) and 0300 555 1373 (out of hours). Local Area Safeguarding Boards can be contacted as follows:

2.3 Southampton: 02380 833 336, Isle of Wight: 01983 814 545, Portsmouth: 0845 671 0271 and Wiltshire: 0300 456 0108, [www.wiltshirescb.org.uk](http://www.wiltshirescb.org.uk)

### 3 Procedures

3.1 These procedures are intended to ensure that pupils at Embley are looked after safely in the event a pupil is not collected at the appointed time. Initial procedures may vary according to the age and maturity of the pupil and the time of day (see sections below), but under no circumstances will a member of staff go to look for a parent or take the pupil home with them.

3.2 After making every reasonable attempt to contact the parents (or nominated carer), and if there is no response from any of the contact or emergency numbers provided to the school, the relevant Children's Services must be contacted (see key personnel section above) and it is they who will be responsible for making emergency supervision arrangements for the pupil, which may involve contacting the police.

3.3 A full written report of an incident of an uncollected pupil is always made to the Headmaster and, where appropriate, Ofsted is informed.

#### 3.4 Senior School

3.4.1 If a member of staff finds that a pupil has not been collected at the appointed time he/she must try and contact the parent. This will usually be at the point when the After School Homework Room closes or at the conclusion of out-of-hours school trips or activities, the point at which the announced time for collection has passed and all other pupils have been collected.

3.4.2 Pupil contact details can be accessed through ISAMS. If no contact can be made or a child needs to remain on the premises for a significant period of time the DSL or DDSL must be contacted and, if appropriate, Social Services will be contacted.

3.4.3 Supervision arrangements will be made up until the point when the pupil is collected or handed into the care of Social Services.

3.4.4 The day school will normally close at 4:45pm on Monday to Thursday and 3:30pm on a Friday. Homework club runs until 4:45pm each day. It is parents' responsibility to either have arranged a place on one of the school buses for transport home or to collect children by these times.

3.4.5 Any children still waiting to be picked up by 5.00 or who miss the bus should go to the boarding office in the manor house, sign in with the member of boarding staff on duty and wait in the Embley Library. There is a doorbell outside the "Stone Steps" entrance to boarding which can be heard in the boarding office so that children can be let in.

3.4.6 Parents should go to boarding to collect children that are waiting – again they can inform the staff of their arrival by ringing the doorbell. Pupils should sign out so that boarding staff know they have been collected.

3.4.7 If a bus is late departing for any reason they may stay in the bus bay area as long as there is a member of staff in attendance (this may be a bus driver).

3.4.7 Where an activity or a trip returns to the school or finishes after 5.30, if parents are not waiting for children in the car park then the child should go immediately to boarding/Embley

Library to await collection. (We reserve the right to charge if children who not picked up on time). As all staff will go to dinner with Boarders at 6.00pm any uncollected children should also go with boarding staff and may eat a meal with boarders if parents are going to be significantly late (there will be a £4 charge for dinner).

3.4.8 The locking of school buildings should be checked each evening between 5.15 and 6.00. Any children found in buildings who are not with a member of staff will be told to go to the Embley Library to await collection.

3.4.9 All staff should be / are aware of this rule and if staff find unaccompanied children around school after hours at the end of the day should either inform the children to go to the Embley library.

3.4.10 Children should normally be expected to communicate with the parents re collection however if they need help Boarding staff should assist.

### 3.5 Prep School

3.5.1 If a member of staff finds that a pupil has not been collected at the appointed time he/she must try and contact the parent. This will usually be at the point when the After School Crèche closes or at the conclusion of after-hours school trips or activities, the point at which the announced time for collection has passed and all other pupils have been collected.

3.5.2 Pupil contact details can be accessed through ISAMS. If no contact can be made or a child needs to remain on the premises for a significant period of time the DSL or DDSL must be notified and, if appropriate, Social Services will be contacted.

3.5.3 The DSL or DDSL will make supervision arrangements up until the point when the pupil is collected or handed into the care of Social Services.

### 3.6 EYFS Setting

3.6.1 If a member of staff finds that a pupil has not been collected by an authorised adult at the end of the session/day, he/she must try and contact the parent.

3.6.2 Pupil contact details can be accessed through the ISAMS. If no contact can be made or a child needs to remain on the premises for a significant period of time the DSL or DDSL must be notified and, if appropriate, Social Services will be contacted.

3.6.3 The DSL or DDSL will make supervision arrangements up until the point when the pupil is collected or handed into the care of Social Services.

3.6.4 Up until the point when the pupil is collected or handed into the care of Social Services they will be cared for by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

### 3.7 Boarding House



3.7.1 If a member of staff finds that a pupil has not been collected from the Boarding House at the appointed time he/she must try and contact the parent or guardian. This will usually be at the point when the school premises close for an advertised break e.g. at the end of term.

3.7.2 Pupil contact details can be accessed through ISAMS. If no contact can be made or a child needs to remain on the premises for a significant period of time the DSL, DDSL and or the Headmaster will be notified.

3.7.3 If appropriate, Social Services will be contacted. The Heads of Boarding will coordinate supervision arrangements up until the point the pupil is collected or handed into the care of Social Services.

## 4 Major Incidents

4.1 In the event of a major incident with the potential to affect the ability of parents to collect pupils at the appointed time, the Headmaster will endeavour to make arrangements to keep the school open and provide emergency supervision.

## 5 Document Information

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