



NOTTING HILL & EALING  
HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST

Junior School

# Non-collection of Children Policy

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2024-2025

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# Non-Collection of Children Policy

## Junior School including the Early Years Foundation Stage

In the event that a child is not collected by an authorised adult at the end of a session/day, the School puts into practice agreed procedures. These ensure the child is cared for safely by experienced and qualified practitioners who are known to the child.

### Aim

In the event that a child is not collected by an authorised adult, our staff will ensure that the child receives a high standard of care in order to cause as little distress as possible. Parents will be informed of the procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Parents of children starting at NHEHS are asked to provide specific information which is recorded on SIMS, including:

- home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative;
- place of work telephone number (if applicable);
- mobile telephone number (if applicable);
- names and telephone numbers of at least one other adult who is authorised by the parents to collect their child from the school, for example a childminder or grandparent;
- information about any person who does not have legal access to the child; and who has parental responsibility for the child.
- In addition, parents are asked to annually fill in an emergency contact form, giving the details of adults who may collect their child in an emergency.
- Parents are asked to update changes to contact information via the SIMS App.

Parents are informed that if they are not able to collect their daughter as planned, they must inform the school. Parents are provided with the contact details of the school. In the event that children are not collected from school by an authorised adult and the staff can no longer supervise the child on the premises – the safeguarding children procedures are applied as set out in our safeguarding children policy. If a child is not collected at the end of the school day, our staff will follow the following procedures:

- The Reading Record Book, diary or email are checked for any information about changes to the normal collection routines.
- If no information is available, girls not collected by 3.30pm (the end of the school day) will be taken to the Junior School Office and if no contact made will be taken to the After School Club (ASC)
- JS Office staff will try to contact parents in the first instance and if no contact is made, ASC staff will contact parents/carers at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the school - and whose telephone numbers are recorded on SIMS - are contacted by ASC staff and a member of the Junior SLT is informed.
- All reasonable attempts are made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named on SIMS
- If no contact has been made with the parent/carer and no-one has come to collect the child by the time ASC finishes at 6pm, and there is no-one who can be contacted to collect the child, we will apply the following procedures for uncollected children:
- The DSL or Deputy DSL will be informed and, if she is satisfied there is no one to collect the child, she will contact the local safeguarding children's board.
- The child stays at school in the care of two fully-vetted workers until the child is safely collected either by the parents/carers or by a social worker;
- Social Services will aim to find the parent or relative. If they are unable to do so, the child will be admitted into the care of the local authority.
- Under no circumstances are staff to go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded in the child's file.
- Parents will be charged for the additional hours worked by our staff as set by our ASC.



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