



The
Ursuline
Preparatory School Ilford

Policy for Children Not Collected

(April 2019)

The School Mission Statement

To live and learn in harmony,
Caring for each other;
Treating everybody as a sister and a brother;
Reflecting Christ's actions and His message too,
By striving for excellence in all that we do

Prevention

The Ursuline Preparatory School Ilford acts *in Loco Parentis* and will ensure that parents and carers have the establishment's telephone number and that they are familiar with the expectations regarding providing contact details and collecting their child from the school/after school childcare facility.

The Ursuline Preparatory School Ilford will endeavour to obtain up to date telephone numbers and addresses for each pupil. This is done at the beginning of the year via our emergency contact sheet. Parents and carers are regularly reminded, in the Headteacher's newsletter, to update contact details. If a telephone number does not work we will follow this up at the earliest opportunity with the parent/carer.

A hard copy of each pupil emergency contact details are kept in a file in the main school office labelled Emergency Contact Sheets.

Action if a child is not collected

If the parent/carer has failed to contact The Ursuline Preparatory School Ilford to explain that they are going to be late, an adult should telephone all the contact numbers (including emergency numbers) available for that pupil and make every effort to make contact with a responsible adult to ensure the pupil is collected. If it is not possible to contact one of the named adults on the Emergency Contact form, the following procedures apply.

Any pupil who has not been collected will be taken to our After School Club, available from 3:30 until 6.30pm, if we have been unable to contact the parent/carer as specified on the Pupil Emergency Contact Sheet.

Discretion should be used with the above procedures in exceptional circumstances such as major disasters or unexpected early closures.

Two members of staff should remain with the pupil when After School Club has finished. They should contact a member of the Senior Leadership Team (SLT) if no contact has been made with the parent/carer. It may be necessary to call Children's Social Care (020 8553 5825) to arrange supervision/care for the child.

Action to follow up an incident of a child who has not been collected

On the first occasion when a child has not been collected, we will consider the most appropriate response to ensure the incident is not repeated. The level of action will depend on the context of the situation.

In the first instance, the leader of the after school club should speak to the relevant member of SLT (i.e. Deputy head or Head of Early Years) and ask them to speak to the parents. If the situation continues they shall decide when to inform the Head teacher, as appropriate.

A log book is kept in the main school office, of any pupil not collected within 15 minutes of the specified collection time. The date, pupil's name, collection time and reason are noted in chronological order.

For parents or carers who repeatedly fail to collect their child on time from The Ursuline Preparatory School Ilford, or our after school childcare facility, meetings with the parent/carer will be set up to address this.

We also operate a 'three-strikes and you are out' policy, whereby repeat offenders will be disallowed from using the after school facility, although this will be exercised with discretion in the case of parents who have bona fide reasons.

Notwithstanding, any parent who arrives after 6.30pm will be charged, as of course the school has to pay over-time to the member of staff supervising your child.

If this fails to improve the situation the Children's Social Care Child Protection Assessment Team may be contacted on 0208 708 3885, for advice and guidance on whether a referral to Children's Social Care may be appropriate.