

Cheam School Pre-Prep and Nursery Procedure to be followed if a child is not collected from school

Parents are expected to collect their children from the classroom at 3.30 pm. Class teachers must supervise all children and ensure that they are handed over to the correct adult. If someone other than a parent or the usual carer is collecting, school should be notified by a letter or a note in the child's home school notebook. If plans are changed during the day, the parent must telephone the school office. Children may not be handed over to anyone other than the usual parent or carer or named individual and staff should be particularly cautious when the parents are separated.

If the expected carer does not arrive by 3.45pm the office should be notified. The office will then contact the parents or, if they are not contactable, it may be necessary to telephone the named emergency contact. If possible someone on the Senior Management Team should make the decision whether it is appropriate to contact an emergency contact who lives at considerable distance.

In most circumstances if parents are delayed or not able to be contacted, the child should be taken to the after school club.

Collection from the After School Club

When children are collected from the After School Club, the staff must ensure that all children are signed out in the register and handed over to the correct adult.

If someone other than a parent or usual carer is collecting, the parents must have given consent to the school office or written in the school diary. If anyone other than the usual parent or designated carer is collecting and permission has not been given, the parents must be contacted by phone prior to the child going home. If the parent is not available, the After School Club Manager should contact a member of the Senior Management Team.

If a child is not collected from After School Club

Children should be collected by 5.55pm at the latest. If a child is not collected by 6.10pm they should be taken to the main school if they are in Year 3 and put into the care of the duty teacher. It is then the responsibility of the main school to ensure that the child is properly supervised until they are collected. If a Pre-Prep child is not collected by then, 2 they should be taken to the member of Pre-Prep SMT who is on duty. Phone calls will have been made and the child will be supervised until they are collected. Sometimes parents will ask that children are supervised by older siblings or left in the computer room, this is never permissible for Pre-Prep children. Pre-Prep children must always be in the care of an appropriate adult. If the child remains uncollected for a significant amount of time and all contact numbers and emergency contact numbers fail, then it may be necessary for the Head of Pre-Prep or a member of the SMT to contact the Social Care Duty Officer and an incident report should be filed.

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