



Late Collection of a Child Policy

This policy is the responsibility of the Deputy Head Pastoral and is reviewed annually. This policy is applicable to pupils in Minis to Year 13.

Scope

The purpose of the Late Collection of a Child Policy is to ensure that all children are provided with a safe and stimulating environment, where they will be happy and develop their full potential. This policy deals with the rare and unexpected situation when a pupil is not collected.

Minis, Pre-Prep and Prep

At the end of each day pupils are handed to their parent/carer by a member of staff.

No pupil should be taken out of school by any person who is not authorised by the parent to collect them.

However, if a pupil is not collected at the correct or expected time, the following procedures will take place:

- The member of staff will inform the Head of Prep or Deputy Head Pastoral: the pupil should be comforted and reassured. They will be placed in the safe care of After School Club staff;
- The Head of Prep (Deputy Head Pastoral in her absence) will check with Main School Reception for messages concerning any changed plans for collection;
- In the absence of any information, the Head of Prep will call parents and, if necessary, emergency contacts from our records to arrange collection;
- If the pupil has not been reunited with their parent/carer by the end of the school day, they will be placed in the safe care of the Junior Boarding staff;
- If no contact has been made with a parent or known family member by 18:00, the Deputy Head Pastoral (Designated Safeguarding Lead) will make decisions about whether the Police / Worcestershire Safeguarding Board should be alerted.

Senior School and Sixth Form

At the end of each day pupils are permitted to return home unaccompanied. Many pupils are collected by their parents. If a pupil is not collected at 18:00, the following procedures will take place:

- The Receptionist will inform the Deputy Head Pastoral: the pupil should be comforted and reassured. They will be asked to wait in the Reception area while calls are made;
- The Deputy Head Pastoral will check with Reception, the pupil and the Head of Year for messages concerning any changed plans for collection;
- In the absence of any information, the Deputy Head Pastoral will call parents and, if necessary emergency contacts from our records to arrange collection;
- If the pupil is required to wait a while for collection, or no contact can be made at that point, they will be placed into the safe care of the appropriate Housemistress and will go down to supper;

- If no contact has been made with a parent or known family member by 18:30, the Deputy Head Pastoral (Designated Safeguarding Lead) will make decisions about whether the Police / Worcestershire Safeguarding Partnership should be alerted.

All actions should be clearly documented by the member of the Senior Leadership Team on duty who will establish follow up interviews with Parents/Carers/Guardians as soon as possible.

Authorised by	Board of Governors of Malvern St James Girls' School
Signature	
Date	2 December 2024
Effective date of the Policy	2 December 2024
Review date	Autumn Term 2025