



Farmhouse Uncollected Child Policy (including the EYFS)

This policy applies to:

Farmhouse (Reception to Year 2) and Nursery Pupils

Person responsible for the Policy:

Assistant Head of Prep School (EYFS and KS1)

Last review Sept 2023

Next review Sept 2024

In the event that a child is not collected from school or from an After School Club the following procedure will take place:-

1. **Before 4.30pm** if the child is uncollected then the member of staff responsible for the child will take the child to After School Care (in the Nursery or Atrium) and then attempt to contact the child's parents.
2. The member of staff is responsible for informing the staff in After School Care if the parents have been contacted and what arrangements have been made.
3. If any child has not been collected by **6.00pm** the member of staff in charge of After School Care should in the first instance attempt to contact the child's parents.
4. Should this not be successful or should the parent be unable to collect the child within a reasonable space of time then the member of staff should contact Prep SMT to let them know that we are taking a child to boarding.
5. Where possible two members of staff should walk the child/children up to the Boarding area, where duty staff are available to supervise the child until collection or the arrival of the Parent.
6. A note should be left on the door of the After School Care room informing parents where to collect their child.
7. In the event of failure to contact the parents the Head of Prep will notify the relevant authorities as needed.

This policy should be read in conjunction with the following additional College Policies and Guidance:

- Staff handbook
- Safeguarding and Welfare policy