



## Procedure for an Uncollected Child

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Ravenscourt Park Preparatory School offers an 'After School Care' service until 6pm.

This may be used by a parent who wishes to book their child in advance or, if a parent has not arrived at the normal collection time, at the end of the school day or after a club. The member of staff supervising the child will take the uncollected child to After School Care. The child will then be looked after and given something to eat and drink until they are collected or 6pm.

Parents are asked to telephone the school immediately if they know they will be late due to traffic, an accident etc. to avoid undue concern and leave a contact mobile number.

If a child has not been collected by 6pm, the after school care supervisor will telephone parents. Should there be no reply, emergency contact numbers that are provided on the child's 'information sheet' will then be called until a contact has been made with someone. The message that the child has not been collected and that they need to contact the school immediately will be left on answer machines along with the school telephone number.

In the unlikely event that no contact has been made with any person on the contact list, directly or by call back by 6.15pm, the member of the Senior Leadership Team (SLT) on duty will be notified. Contact numbers will be tried again and this time a mobile number will be left as a contact number, either SLT or site manager (due to the school switch board not being manned at this time). If no contact has been made with a parent or carer at this stage, Emergency Social Services will be contacted for advice, (Tel 020 8748 8588) and they will talk through possible options (this process may take up to 2 hours).

Both the SLT member and the after care supervisor will wait with the child until the child is either taken home or social services have collected the child. Hammersmith and Fulham Education Services advise that a child is not taken home by a member of staff unless the parent has given permission.

The SLT member involved will write up notes on the event, to be retained with the child's records. The Safeguarding Officer will also be informed by the member of SLT and a copy of the records kept in the Welfare Folder.

LAST REVIEWED: September 2017

NEXT REVIEW: September 2018