

Greenwich House Independent School Procedure for Uncollected Children at the End of Morning Session Time or Designated Closure Times at the End of the Day.

It is essential that all staff accept that there will be occasions when for a variety of reasons, parents will be late collecting children - car break downs, traffic jams, sudden illnesses being but a few.

- In such circumstances children should never be left to fend for themselves.
- It is part of our professional and moral duty to protect and care for these children until such time as they are collected by a parent or pre-designated adults who are known to the staff. (Check school 'Essential Information on Pupils' sheet)
- Staff left in such circumstances should contact the Head Teacher or her representatives (Mrs A Brindle, Mrs M Morley, Mrs E Brindle) who will relieve you at the earliest opportunity.
- You will be paid for any extra time incurred above and beyond your normal duty hours.

If a child is not collected proceed as follows:

- 1) Reassure the child and keep gainfully occupied.
- 2) After approximately 15 minutes overdue(30 minutes during the day), contact the parents on home and mobile telephone numbers to be found in the register.
- 3) If there is no reply, contact the emergency numbers provided to the setting by parents.
- 4) Contact Mrs A Brindle on 07534790175 who will continue to try and make contact by telephone on all available numbers and call the school should contact be achieved.
- 5) If the emergency contacts can help, they may need some considerable time to get to the school. Keep the child as secure and calm as possible. Some children can get very anxious at such times.
- 6) Contact the Head Teacher, her representative who will relieve you after hours as soon as possible.
- 7) If the parent is late after the morning session arrangement for a meal may need to be made. Please speak to the cook and the pre school manager.

In the unlikely event of the parents/grandparents etc/being unavailable contact the Head Teacher, who are empowered to liaise with the duty social services officer. This is a last resort and will only be activated should an extra ordinary event be the reason for the child being uncollected. eg, accident or other extreme emergency.

In any event, the child/children will be cared for by Greenwich House School, Kindergarten or Creche until the situation is resolved to the satisfaction of the Head Teacher/ elected representative unless otherwise instructed by a close relative previously designated by the child's parents. Instructions from social services and/or police child protection units will also be taken into account in extreme circumstances.

Signed on behalf of the setting by:

..... Head Teacher

Date : Reviewed Sept 2015, reviewed August 2017