

# Loyola Preparatory School Policy for Uncollected Child



*Ad Majorem Dei Gloriam*  
*To the Greater Glory of God*

Approved : September 2025

To be reviewed: September 2026

# Uncollected Child Policy

**This policy applies to all pupils at Loyola Preparatory School including those in Early Years Foundation Stage.**

In the event that a child is not collected by an authorised adult at the end of the session/day, the setting will ensure that the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

We inform parents so that if they are unavoidably delayed, they will be reassured that their children will be cared for properly.

Parents of children starting at the school are asked to provide the following specific information which is kept within the school office:

- Home address, email and telephone number – if parents do not have a telephone number an alternative number must be given, perhaps a neighbour or close relative.
- Details for an emergency contact must also be given
- Place of work, address, and telephone number (if applicable).
- Mobile telephone number.
- Names, addresses and telephone numbers of adults authorised by parents to collect children on their behalf.
- Parents should inform the school if they are unable to collect the child as planned.
- If a child is not collected at the scheduled end of the session/day, he will be placed under the care of the classteacher or teaching assistant until 3.15pm.
- After this time, his parents are contacted at school or work followed by the emergency contact person.
- He will be placed under supervision of a member of staff at After School Club (EYFS, KS1 pupils) up to 6.15pm or homework Club (KS2 pupils) up to 4.15pm and then ASC to 6.15pm.
- The child will be unable to leave the premises with anyone who is not directly nominated by parents either in writing or directly by telephone.
- If no one collects the child after the time arranged (after 6.15pm) or if there is no one able to be contacted to collect him, the Essex Safeguarding Children's Board will be contacted (telephone: 0333 013 8936).
- The child will then stay at the school under the supervision of two fully vetted members of staff until he is safely collected by the parents, their authorised representative or a social worker.
- Social care will aim to find the parent or a relative. If they are unable to do so, the child will be looked after by the local authority.
- Under no circumstance can staff go to look for the parent, nor do they take the child home with them.
- A full written report of the incident will be kept in the child's file.

The school reserves the right to charge parents for the additional hours worked by staff.