



UNCOLLECTED CHILD POLICY

JUNIOR HOUSE

At the end of every day Form Teachers ensure that all girls from EYFS to Lower Three (Year 6) are collected by a parent or designated adult. Girls in Upper Two / Lower Three may be allowed to make their own way home if we have received written parental permission.

At the end of the school day, girls remaining at school will be supervised in Clubs, Quiet Room or Twilight Care. If any girl is not collected by ten minutes after the end of the school day the following actions will be taken.

- The teacher on duty will escort the girls to Quiet Room (KS2) or Twilight Care (KS1).
- At 4.30 pm, when Clubs and Quiet Room end, the teacher on duty will escort the girls left in school to after-school care (Twilight Care).
- On occasions when no after school care is provided as, for example, on the last day of term, if, 15 minutes after the school day ends, there has been no contact to explain a delay in collection, Westfield Staff will begin contacting parents and /or emergency numbers.
- If it is impossible to contact parents, the child will remain with Westfield Staff who will continue to try to contact parents.
- If, after half an hour, no contact has been made by the parents and Westfield Staff have been unsuccessful in obtaining a reason for the delay, she will contact the Headmistress or another member of the Senior Leadership Team.
- If a child remains uncollected up to half an hour after Twilight care finishes eg 6.30 pm and no contact can be made with the child's parents, then the Designated Safeguarding Officer and Social Services will be contacted. A member of the Senior Leadership Team will wait with the child until they are collected either by Social Services or a parent, whoever is first to arrive. Messages to this effect will be left on all the telephone numbers of the parents and emergency contacts.
- All girls will remain the responsibility of the school and under no circumstances will a girl be taken from school by any person who is not authorised to collect her.

SENIOR HOUSE

Girls may remain supervised in school until 5.45 pm. If a child is not collected by then, the teacher on duty will begin contacting parents and/or emergency numbers.

- If it is impossible to contact parents, the child will remain with the member of staff on duty who will continue to try to contact parents.
- If a child remains uncollected up to half an hour after supervision finishes eg 6.10 pm and no contact can be made with the child's parents, then the Designated Safeguarding Officer and Social Services will be contacted. A member of the Senior Leadership Team will wait with the child until they are collected either by Social Services or a parent, whoever is first to arrive. Messages to this effect will be left on all the telephone numbers of the parents and emergency contacts.