



RED HOUSE  
SCHOOL

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## NON-COLLECTION OF CHILDREN POLICY

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This policy relates to all sections and activities of the school e.g. the Senior School, the Junior School (including EYFS), Wrap Around Care, Offsite and School-run holiday activities or clubs.

It should be read in conjunction with the Safeguarding (Child Protection) Policy.

If a child has not been collected either at the end of Tea & Prep/Session 6/Holiday Club or after a visit/trip the following procedures should be followed:

- parents should be contacted using all the available telephone numbers.
- if parents cannot be contacted then the emergency telephone numbers provided by parents should be used.  
**Parents must ensure that the school always has up-to-date information.**
- if a responsible adult nominated by the parents cannot be contacted 30 minutes after the designated pick up time, the member of staff should contact one of the School's Designated Officers, Mr Kitching or Mr Haywood, or either of their deputies, Mrs Blyth or Miss Thompson.
- The Headmaster should be informed of all such occurrences.
- the Designated Officer will contact The Children's Hub:
  - 01429 284284 (8.30-5pm Mon –Thurs, 8.30 – 4.30 Fri)
  - email: [childrenshub@hartlepool.qcsx.gov.uk](mailto:childrenshub@hartlepool.qcsx.gov.uk)
  - out of Hours Emergency Duty Team 08702 402994

Designated Officer Contact Numbers:

D Kitching	01642 864460	07799 854664
C Blyth	07896 898386	
S Haywood	07795 275544	
C Thompson	07799 766333	

Reviewed by: S Haywood & D Kitching  
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