



RED HOUSE
SCHOOL

NON-COLLECTION OF CHILDREN POLICY

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 the School's Designated Safeguarding Lead (DSL), Deputy Designating Safeguarding Leads, or the Deputy Head (Head of the Senior School).
- the Head should be informed of all such occurrences.
- the Designated Safeguarding Lead (DSL) will contact The Children's Hub.
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Reviewed by Dr R Ashcroft
February 2022

Ratified by H & S Committee
March 2022