



# **Non-Collection of Children from Kindergarten and Lower School Policy**

Last Reviewed: September 2021  
Next Review Due: September 2022  
Reviewed By: Zoe Wiles

## **In the event of a child not being collected at the appointed time (Kindergarten and Lower School):**

- A Kindergarten Teacher, Kindergarten Assistant or Class Teacher will take the child to the office.
- The relevant paperwork will be checked for any notification of a change in circumstances.
- The School Office staff will call the parents.
- If parents cannot be reached, staff then try to contact the authorised adults named as emergency contacts on the child's admissions file.
- If the parents or emergency contacts have not been reached after 30 minutes a member of the Safeguarding team will be informed of the situation.
- In the unlikely event of a child still not having been collected after all reasonable attempts to contact parent or other authorised adults then, the Safeguarding Team will decide whether to call the police.
- The Chair of Governors must be informed.

### **Related policies:**

- Safeguarding and Child Protection Policy
- Missing Child Policy