



Non Collection of Children Policy

This policy also applies to the Early Years' Foundation Stage and Education (Independent School Standards) Regulations 2014

In the event that a child is not collected from the school at their normal time, or if they are not collected from the late room by 5.45pm:

- Any member of staff looking after the late room (or club) should inform the most senior member of staff they can contact.
- The senior member of staff should contact members of the family using both home and work contact numbers.
- A member of staff would need to ensure that the child is settled and not over-worried about the situation.
- If after 30 minutes the carer/parent has not arrived, and the other contact numbers have not been helpful, it may be necessary to contact Camden Social Services.
- Advice would need to be taken from Social Services on what should happen next.
- On **no** account should a teacher take a girl home to the teacher's residence without prior discussion with the Principal or Deputy Head.