

Bedales Pre-prep Uncollected Children Policy

INCLUDING EYFS

Implementation date:

Date/term of last review: Spring 2025

Author	The Head of Bedales Pre-prep
Review body (individual or group)	The Head of Bedales Pre-prep
Approval Body	The Head of Bedales Pre-prep
ISI Regulatory Paragraph Number	E6
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Tick relevant box(es) ✓ how this Policy should appear:

Inspector Folder		
Website	Upload	
	Signpost	
Internal only		
Parent Portal		
For Pupils/Students		

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Uncollected Children

Should a child or children remain after the end of the Nursery session in the morning or at the end of the school day for Nursery to Year 3 the following procedures will be implemented:

Nursery to Year 3

- A member of staff will remain with the child in the Library, Classroom or Nursery, for ten minutes.
- One member of staff will ask the school office if there have been any messages from the parent or carer. If there has been a message to say the parent is on their way the child and the member of staff will wait in the Library, Classroom or Nursery, until the parent arrives.
- If no messages have been received, the school office (or if unavailable, a member of staff) will try to make contact with the parent or carer. If a parent cannot be contacted the named emergency contact person will be telephoned to come to collect the child. In the event that no contact can be made with either the parent/carer or emergency contact person, Nursery children will be taken back to the Nursery at the end of the morning session, Reception to Year 3 children will join Swallow Club. Uncollected Nursery children at the end of the afternoon will also join Swallow Club.
- If a Nursery child remains at the end of the morning Nursery session, lunch will be provided.
- A Nursery child would then stay for the Afternoon Nursery session until the parent/carer or emergency contact person arrives.
- If a child is uncollected from Swallow club by 5.45pm and no contact can be made with any named carers, Swallow Club Staff will contact a member of the Pre-prep/Prep Senior Management Team.
- In the event that a child remains uncollected, contact will be made with the School Safeguarding Lead (Camilla Bell, Pre-prep or Graeme Thompson, Prep) who can inform Social Services if necessary.