HEADINGTON RYE
OXFORD · PREP SCHOOL

Prep School Non-Collection of a Child Procedure

This procedure applies to the whole school including EYFS

Reviewed by	Head of Prep
Date of last Review	October 2025
Next Review date	October 2026

Headington Rye Oxford Prep School, Oxford OX3 OBY Tel No (01865) 759400

Non-Collection of a Child Procedure

If a child is not collected at the end of their school day (or following any additional school clubs) we follow the procedure below:

- If a parent/carer is more than 10 minutes late in collecting their child, a member of staff will check the child's home going arrangements and email correspondence for any changes to the normal collection routine.

- If no information is available a member of staff will call all the child's emergency contact details to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.

- While waiting to be collected, the child will be supervised by a member of staff who will offer them as much support and reassurance as necessary.

Early Years Foundation Stage

If a Nursery child is not collected at lunchtime while they wait, they will stay with the rest of the group eating lunch and join the afternoon Nursery sessions for which they may be charged.

- Staff will continue to try to contact the parents/carers or other designated adults on the emergency contact details on ISAMS.

- At the end of the day, if a parent/carer is more than 10 minutes late, children will wait in Reception whilst parents are contacted.

- Children not collected by 15 minutes after end of school will be taken to After Care.

End of day timings:
EYFS - 3.20 pm
KS1 - 3.30 pm
KS2 - 3.45 pm

Year 1 to Year 6

- Any child not collected within 10 minutes after end of school will join After Care where they will be supervised until they have been collected by their parent/carer/designated adult. One of the After Care staff will liaise with the Reception staff to contact the parents to confirm collection arrangements.

- If during the final half hour of After Care no contact has been made, the member of staff running After Care will alert the Head of the Prep School or in his absence, another member of the SMT who is on late duty.

- The child will remain in the care of the After Care staff/Head of the Prep School or senior member of staff until they are collected by the parent or the local authority (Tel 0345 050 7666) MASH, Emergency Duty Team (Tel 0800 833 408).

- If a child who is attending a club which is taking place on the Senior School site is not collected, the member of staff should ring the Prep School Receptionist. The Prep School Receptionist will contact the member of SMT who is on late duty who will then liaise with the member of staff running the club. The child will be brought over to the Prep School and will be placed in After Care until parents arrive. During this process, parents will be contacted informing them of their child's whereabouts.

- Those signed up for After Care, who have not been collected by the end of After Care session, will remain in the care of the After Care Supervisor. The supervisor will endeavour to contact parents. The supervisor should contact the member of SMT on duty.

- With the Head/SMT member's prior knowledge, the police should be called. They may do a welfare check. As part of this procedure the police may refer on to the Emergency Duty Team (MASH) (tel 0800 833 408).

- The child stays at After Care in the care of two members of staff until the child is safely collected either by the parents or by a social care worker.

- The police/social care will aim to find the parent or relative.

- Under no circumstances will staff go to look for the parent, nor do they take the child home with them.

A full written report of the incident is recorded on CPOMS.

Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

We may contact the MASH team if there are safeguarding concerns (0345 050 7666).

Continual incidents of late collection will be recorded and discussed with parents/carers at the earliest opportunity. This may lead to a consultation with the Local & Community Support Service.

SMT contact details :-

Bertrand Leullier	07714 588070
Caroline Crookes	01865 759430
Tessa Davey	01865 759420
Joanna Haynes	01865 759453
Alex Prockter	01865 759406
Ruth Sibly	01865 759426

Edwina West	01865 759404
The Police	101
Emergency Duty Team	0800 833 408