

BCS UNCOLLECTED CHILD

1. Policy Statement

Bournemouth Collegiate School (BCS) is committed to taking the necessary steps to safeguard and promote the welfare of its pupils and we undertake to look after safely any pupil who is not collected from school at the appointed time.

The school will make every reasonable attempt to contact the parents/guardians (or other nominated carer) but if there is no response from any of the contact or emergency numbers provided to the school, the school will contact the relevant member of staff (see key personnel section) who will be responsible for making emergency supervision arrangements for the pupil. This may involve contacting the Children and Young People's Services or the Police.

The school is sympathetic to the parent/guardian of a pupil who, where the circumstances are exceptional, is not collected at the appointed time. However, BCS reserves the right to charge a fee for late collection to cover the additional time worked by our staff.

BCS is fully committed to ensuring that the application of this Uncollected Child policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

This policy is applicable to all pupils in both senior and prep schools, including those in boarding and EYFS and BCS seeks to implement this policy through adherence to the procedures set out in the rest of this document.

In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the Senior school and Prep school offices and should be read in conjunction with the following documents: Child Protection (Safeguarding), Supervision, Missing Pupils

This document is reviewed annually by Alison Davies, Deputy Head (Pastoral and Discipline), Senior School and Charlotte Martin, Assistant Head (EYFS) Prep school, or as events or legislation change requires. The next scheduled date for review is June 2020.

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3. Key Personnel

The Designated Safeguarding Lead for Child Protection in the Senior School is Alison Davies, Deputy Head (Pastoral and Discipline) or in her absence, Maria Coulter, Senior Deputy Head

The Designated Safeguarding Lead for Child Protection in the Prep School is Kay Smith, Head or in her absence Charlotte Martin, Assistant Head EYFS

The Designated Safeguarding Lead for Child Protection in the EYFS setting is Kay Smith, Head or in her absence Charlotte Martin, EYFS Coordinator

The Designated Safeguarding Lead for Child Protection in the Boarding House is Alison Davies, Deputy Head (Pastoral and Discipline).

The Designated Safeguarding Lead for Child Protection in After School Club and Holiday Club is Tara Hart, in consultation with Kay Smith, Head of the Prep School.

Bournemouth, Christchurch and Poole Multi Agency Safeguarding Hub

During Office hours (Mon - Thurs 8.30am – 5.15pm/Friday 8.30am- 4.45pm)

Telephone 01202 735 046

Email MASH@bcpcouncil.gov.uk

Visit Bournemouth & Poole Local Safeguarding Children Board

Out of hours (5.00pm – 9.00am)

Telephone 01202 738 256

Email ChildrensOOHS@bcpcouncil.gov.uk

Out of Hours Guide for Professionals

4. Procedures

These procedures are intended to ensure that pupils at BCS are looked after safely in the event a pupil is not collected at the appointed time. Initial procedures may vary according to the age and maturity of the pupil and the time of day (see sections below), but under no circumstances will a member of staff go to look for a parent or take the pupil home with them.

After making every reasonable attempt to contact the parents (or other nominated carer), and if there is no response from any of the contact or emergency numbers provided to the school, the relevant member of staff (see key personnel section) must be contacted and it is they who will be responsible for making emergency supervision arrangements for the pupil.

A full written report of an incident of an uncollected pupil is always made to the Head and, where appropriate, Ofsted is informed.

A. Senior School

If a pupil has not been collected at the appointed time e.g. when normal school finishes, at the conclusion of out of hour's school trips or activities, the point at which the announced time for collection has passed and all other pupils have been collected, staff will follow the procedures below:

- After a reasonable time, the secretaries will endeavour to contact parents or the emergency contact numbers. The secretaries will continue to try all contact numbers.
- If a pupil is uncollected and parents or emergency contacts cannot be contacted the secretary/staff member will inform the Deputy Head (Pastoral and Discipline)/Senior Deputy Head/Headmaster
- If a pupil has not been collected following an extra-curricular activity, school trip or fixture and the office is closed, the member of staff in charge will attempt to contact the parents or the emergency contact numbers. Pupil contact details are available on the Visits Consent Form (VCF)
- If the parents or emergency contacts cannot be contacted the member of staff will inform the Deputy Head (Pastoral and Discipline)/Senior Deputy Head/Headmaster
- The uncollected pupil will then be taken to the Boarding House (if open)
- If a pupil has still not been collected within a reasonable amount of time from the Boarding House or depending upon the time of day or if the Boarding House is not open, the Deputy Head

(Pastoral and Discipline) or Head of Prep School will contact Social Services or the police safeguarding team. They will supervise the pupil up until the point the pupil is collected or handed into the care of Social Services or police

B. Prep School

If a pupil has not been collected at the appointed time e.g. when normal school finishes, at the conclusion of out of hour's school trips or activities, the point at which the announced time for collection has passed and all other pupils have been collected, staff will follow the procedures below:

- After a reasonable time of 10 minutes the uncollected pupil will be taken to the main Reception where the secretaries or the member of staff will endeavour to contact parents or the emergency contact numbers. The secretaries or member of staff will continue to try all contact numbers.
- If the pupil is in Year 3-6 he/she will be sent to Prep.
- If the pupil is still uncollected when Prep finishes at 5.00pm the pupil will go to After School Club and parents will be charged for this facility.
- If the uncollected pupil is in Pre-Prep he/she will be taken to After School Club. Parents will be charged for this facility.
- Parents will be required to pay the registration fee of £20 per family if their child has to go into After School Club because they have been uncollected on more than three occasions.
- If a pupil is uncollected and parents or emergency contacts cannot be contacted the secretary or member of staff will inform the member of staff mentioned in the key personnel section of this document.
- If a pupil has not been collected following an extra-curricular activity, school trip or fixture and the office is closed, the member of staff in charge will attempt to contact the parents or the emergency contact numbers. Pupil contact details are available in the school office or on ISAMS.
- If the parents or emergency contacts cannot be contacted the member of staff will inform the member of staff mentioned in the key personnel section of this document.
- The uncollected pupil will then be taken to After School Club.
- If a pupil has still not been collected by 6.00pm the member of staff mentioned in the key personnel section of this document or the Head, will contact Children and Young People's Services. They will supervise the pupil up until the point the pupil is collected or handed into the care of Children and Young People's Services.

C. EYFS setting

Arrangements for an uncollected pupil in EYFS are the same as listed above.

A pupil who is expected to go home at lunch time but is not collected will go back into Kindergarten and the secretaries will continue to try to contact parents or the emergency contact numbers.

D. After School Club/Holiday Club

If a pupil has not been collected at the end of After School Club or Holiday Club, the Leader in charge will try to contact parents or emergency contact numbers. If no contact can be made the Leader in charge will contact Children and Young People's Services. and supervise the pupil up until the point the pupil is collected or handed into the care of Children and Young People's Services.

The leader in charge will then contact Head/Deputy Head.

E. Buses

If a pupil uses the school minibus service there is an expectation that the parent or person responsible for their collection meets the pupil from the bus. If no one arrives to meet the pupil they will be supervised by a member of the SLT whilst every effort will be made to contact their parents or their emergency contact person. If contact cannot be made, the member of staff will inform Children and

Young People's Services. He/she will supervise the pupil up until the point the pupil is collected or handed into the care of Children and Young People's Services.

F. Boarding

If a pupil has not been collected at the appointed time e.g. at the end of half term or term, closed Exeats or other expected times staff will follow the procedures below:

- After a reasonable time, boarding staff will endeavour to contact parents/guardian or the emergency contact numbers and will continue to try all contact numbers.
- If a pupil is uncollected and parents or emergency contacts cannot be contacted the boarding staff will inform the Deputy Head (Pastoral and Discipline)/Senior Deputy Head/Headmaster
- If a pupil has still not been collected the Deputy Head (Pastoral and Discipline) or Head of Prep School will contact Social Services or the police safeguarding team. (*See contact numbers in Key Personnel*). With international pupils, the relevant Embassy could also be contacted for assistance. They will supervise the pupil up until the point the pupil is collected or handed into the care of Children and Young People's Services or the police.