



# Loreto Preparatory School

Sincerity Freedom Justice Truth Joy Excellence Internationality

## Failure to Collect Policy

### Mission Statement

At Loreto Preparatory School  
We are eager and inspired to do our best,  
Meeting the challenges and opportunities of a changing world  
With love in our hearts.

We are called to be joyful and prayerful,  
Living the Gospel and the Catholic faith  
And celebrating the values of Mary Ward  
With our parents and the whole Loreto family.

*Women in time to come will do much.  
Mary Ward*

This policy outlines Loreto Preparatory School's approach to caring for children if parents/carers fail to collect them.

### 1.0 INTRODUCTION

1.1 This policy is in place to clearly state what would happen should a parent or carer fail to collect a child at the appropriate time.

The times for collection are as follows:

- Ducklings– 12.00pm at the end of the morning session and 3.00pm at the end of the afternoon session.
- Prep 1 – 3.00pm
- Prep 1 and 2 – 3.15pm
- Prep 3 and 4 – 3.30pm
- Prep 5 and 6 – 3.40pm
- OK Mum (External After School Provider) – either 5pm or 6.15pm.

### 2.0 PROCEDURE

2.1 Children who have older siblings may wait in a designated 'Late Room' until 3.50pm.

2.2 In the event that a child is not collected by an authorised adult we will ensure that the child receives a high standard of care in order to cause as little distress as possible. Where a parent is unable to collect their child, alternative arrangements must be made by the parent.

2.3 If a child is not collected on time:

- After 20 minutes the member of staff will inform the Headteacher or, if the Headteacher is unavailable, a member of the Senior Leadership Team and the admin staff will contact the parent. Should this fail, the pupil's emergency contact numbers will be tried.
- Under no circumstances are staff to go and look for the parents outside school grounds, nor do they take the child home with them.
- If pupils are not collected from an after school club on time the Headteacher (or a member of the SLT) will be informed and they will contact the parent. Should this fail, the pupil's emergency contact numbers will be tried.
- At other times, where it may take some time for pupils to be collected, pupils may be taken to the After School Club at the discretion of the After School Provider (OK Mum). Parents will be charged for this.
- After 60 minutes, if we have not been able to contact anybody and no onsite members of staff are available, then Social Services may be contacted for guidance.

Between the hours of 9am and 5pm contact Trafford's Multi Agency and Referral and Assessment team (MARAT) on 0161 912 5125 or out of hours to the Emergency duty team 0161 912 2020.

The Headteacher must be contacted before phoning Social Services.

- During this time, the child will be safely cared for by a member of staff and the member of staff will continue to attempt to contact the parents/carers and emergency contact numbers leaving an appropriate message.
- If the member of staff cannot stay then a senior member of staff will be contacted to stay with the child.
- A full report of the incident must be recorded for the child's file and sent to the Headteacher.

2.4 Parents/carers must inform the School if someone else is collecting their child. We will not let other parents take children without prior written or verbal consent from the child's own registered parent/carer. If we are in any doubt, we will contact the parent/carer.

NOTE: should the Headteacher or a member of the Senior Leadership Team be unable to carry out the above process another member of staff will do so.

Reviewed Summer 2018  
Next Review Summer 2020