

Non-Collection of Children Policy (Prep/Senior School)

Dover College



Owner:	Dep Head Prep/Senior School	Date: June 2025
Approved By:	CSM	Date: August 2024
Review Frequency	Annual	
Last reviewed on:	June 2025	
Next review due by:	June 2026	

SCOPE

Please note that the term 'parents' also relates to carers and those with legal guardianship of children.

PREP SCHOOL

In the event that a child is not collected by an authorised adult at the end of a session/day, the Prep School puts into practice the agreed procedures. These ensure that the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

In the Prep School we inform parents of our procedures so that, if they are unavoidably delayed, they will be reassured that their children are properly cared for.

PROCEDURES

Parents of children starting at the Prep School are asked to provide the following specific information which is recorded on our registration form:

- Home address and telephone number (if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.)
- Place of work, address and telephone number (if applicable.)
- Mobile telephone number (if applicable.)
- Names, addresses and telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent.
- Who has parental responsibility for the child.
- Information about any person who does not have legal access to the child.

On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us either verbally or in writing as to how they can be contacted.

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they provide us with written details of the person who will be collecting their child. We agree with the parents on how to verify the identity of the person who is to collect their child.

Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide all parents with our contact telephone number and other relevant information via the Prep School Class.

Pupils travelling home via the school minibus will be checked off on the late bus register before departure at 17.20 by a Prep School teacher. Pupils will be escorted to the minibus driver who will also take their own register. They will then flag up any issues with the teacher or Priory Lodge who will assist in locating the missing pupil and contact parents if necessary.

Handbooks

We inform parents that we apply our child protection procedures as set out in our child protection policy in the event that their children are not collected from the setting by an authorised adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises.

If a child is not collected at the end of a session/day, we follow the following procedures:

1. Parents of children who have not arrived by the school's closure time should be telephoned immediately and a member of SLT should be alerted.
2. Calls should start with the parent/s and then work through the other supplied numbers.
3. If all other children have been collected, two members of staff should stay with the child until a parent (or other authorised person) arrives.
4. These two staff members should usually be a senior member of staff and another member of staff.
5. The child should be reassured and taken to their classroom, with both members of staff present, so they can play whilst the senior member of staff tries to gain information by contacting the child's emergency numbers.
6. If there is no communication with the expected collector and 1 hour has elapsed without information or contact with any of the given emergency numbers then the Designated Safeguarding Lead (DSL) should be called for advice.

SENIOR SCHOOL

In the Senior School, pupils are not released to an authorised adult at the end of the school day. They sign themselves out of their House and follow their own arrangements for going home unless a parent has requested specific arrangements for safeguarding reasons or other reasons such as family court orders. Such arrangements will be clearly communicated to the House staff.

The member of staff on duty in each house at the end of the school day is expected to deal with any issue regarding going home (such as non-collection or issues with public transport) and to contact parents.

At 5.30, any pupil who has not been able to go home will be able to remain in the House under the supervision of the Boarding Staff. The Deputy Head (Senior School) must be informed and contact with parents must be maintained.

Minibus drivers check the register of pupils on their bus before departure at 17.30 and flag up any issue with Priory Lodge who will assist in locating the missing pupil and contact parents and their Housemaster/mistress if necessary.