



**STONYHURST**  
INTERNATIONAL SCHOOL  
PENANG

**2024/25 Uncollected Pupil Policy**

Name of Policy:	2024-25 Uncollected Pupil Policy
Date of Policy Revision:	June 2024
Revised by:	Principal
Approved by:	Principal
Date approved:	June 2024
Date of next revision:	June 2025
By whom:	Safeguarding Committee
Location(s) where Policy can be found:	

## **1. Introduction:**

We aim to provide a safe, secure and healthy learning environment for all our children, staff and visitors. We have in place safety and security procedures that will reassure parents that their children are safe from the time they arrive at school to the time they leave.

We will ensure that at the end of the school day and after co-curricular activities (after-school activities and events) all children are collected by their parents/carers or a designated adult. Children will remain in the care of the School until they are collected by their parent/carer or a designated adult, unless they are of an age whereby the School has received written parental consent for the child to leave the School premises unsupervised.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

This policy applies to pupils at the School from Nursery up to Year 6. Junior School parents must complete the JS Lone Travel Consent Form and give consent and authority if they wish for their child to leave school alone.

Pupils from Years 7 and up are able to walk/cycle home or leave at the end of the school day by other transport arrangements independently (with parental permission and knowledge).

## **2. Aims**

**2.1** To ensure the safety and security of children not collected on time at the end of the school day and after co-curricular activities (after-school activities and events).

**2.2** To ensure compliance with all relevant legislation connected to this policy.

**2.3** To ensure that all safeguarding measures are in place so that children not collected at the end of the day are safe and looked after.

## **3. Responsibility for the Policy and Procedure**

### **3.1 Role of the Head of Pastoral within each school**

The Head of Pastoral (Junior or Senior) will;

- Ensure all school personnel, pupils and parents are aware of and comply with this policy;
- Ensure that all staff supervising uncollected children have had all necessary checks, are up-to-date with safeguarding training, and see the safety and wellbeing of the pupil as a priority.
- Ensure procedures are in place to ensure the safety and security of children not collected on time.

The Head of Pastoral is responsible for ensuring that school staff, parents and pupils are aware of these procedures; provide leadership and vision in respect of equality; make effective use of relevant research and information to improve this policy; provide guidance, support and training to all staff; monitor the effectiveness of this policy by speaking with pupils, school staff, parents and governors.

### **3.2 Procedure for uncollected pupil/s**

- If the child is not collected by fifteen minutes after the end of the day and after co-curricular activities (after-school activities and events) then contact the parents/carers using the up to date pupil emergency contact details.
- Reassure the child who has not been collected on time that they have not been forgotten.
- If unsuccessful in contacting the parents after 15 minutes, then contact the other named emergency adults authorised by parents/ carers.
- Two members of staff are to wait with the child providing as much support and reassurance as is necessary.
- The child must not be released into the care and supervision of another adult until they have verbal permission from the parent/carer.
- The child must not be escorted or taken home by any member of school staff.
- If the child is not collected after one hour and repeated attempts to contact parents/carers and emergency contact, inform the Designated Safeguarding Lead (Head of Pastoral).
- Once the DSL is informed, the DSL will contact local authorities to report the incident and ask them to come and collect the child. The DSL, if possible, will be present at the school by this point.
- The child stays within school with two members of staff in attendance until collected by the parent or parent representative. (Permission from parent/s must be received.)
- The DSL will leave a message and contact number for the parent/carer or designated person informing them that their child is being looked after by the local authority.
- The DSL will ensure that the incident has been recorded correctly.

### **3.3 Role of School Staff**

- To implement this policy if any child is not collected on time;
- To undertake the outlined procedure if a child is uncollected.
- Record all incidents of late collection iSAMS.
- Arrange a meeting with parent/s who are persistently late in collecting their children.
- After each incident, assess security procedures.

### **3.4 Role of pupils**

- Pupils will be regularly reminded of the emergency procedures if they are not collected at the end of the school day;
- To report to a member of the School staff if they are not collected on time;
- To remain in the school in the charge of two members of staff until they are collected.
- To listen carefully to all instructions given to them.

### **3.5 Role of Parents/Carers**

- Parents/Carers must be aware of the safety and security procedures if their children are not collected on time;
- Complete consent and authority forms when requested by members of staff
- Be aware that the school may impose fines and/or not permit their child/children to participate in extracurricular activities for a set period of time if they are repeatedly collected late;
- Ensure the school has up to date contact details: Home address, Home telephone number, Mobile numbers, Place of work contact details, Names and contact details of two adults (grandparents/neighbours/close friends/child-minder/nanny) who are authorised by the parents/carers to collect their child.
- Have the school's contact details;
- Ensure that their children are collected promptly;
- Contact the school to explain that they will be late to collect their child;
- Contact the school to explain that they will be late to collect their child and that a designated person known by the school will be collecting their child;
- Be asked to take part periodic surveys conducted by the school;
- Support the school Code of Conduct and guidance necessary to ensure smooth running of the school.
- Inform the school if their child is part of a rotating car pooling transport arrangement and who will be collecting the child.
- If parents choose to have their Junior School child leave school without an adult, parents will complete the JS Lone Travel Consent Form.

### **4. Raising Awareness of this Policy**

We will raise awareness of this policy via: the Co-Curricular Activities Programme Policy, Child Protection and Safeguarding Policy, information sessions with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops, school events, staff meetings, communications with home such as weekly bulletins and newsletters and child protection and safeguarding training.

### **5. Training**

- All School staff have equal chances of training, and will receive training on induction which specifically covers:
- All aspects of this policy will be kept in accordance with the School's Safeguarding and Child Protection, Health and Safety, CCA and Educational Visits and Camps policies.
- School staff will also receive periodic training so that they are kept up to date with new information.

At Stonyhurst International School, safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure

their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

#### **6. Related Policies:**

- > Child Protection and Safeguarding Policy
- > Educational visits and camps policy
- > Community and Service Learning Policy
- > CoCurricular Activities Policy
- > Health and Safety Policy