



Wetherby Kensington
4 Wetherby Gardens
London
SW5 0JN

Left at School Policy

Policy reviewed by: Lauren Vallely and Helen Milnes

Review date: July 2021

Submission: July 2021

Policy actioned from: September 2021 – August 2022

Next review date: July 2022

Reviewer's Signature: *Lauren Vallely* *Helen Milnes*

Head Teacher's Signature: *Helen Milnes*

Circulation: This policy is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Wetherby Kensington; 'parents' refers to parents, guardians and carers.



Wetherby Kensington

Left at School Policy

This policy applies to all children in the school, including those in the EYFS (Reception).

Aims:

In the event that a child is not collected by an authorised adult at the end of a day, the school will put into practice procedures to ensure that the child is cared for safely.

- At approximately 3.45pm the class teachers will take any boys not collected to the school office. The school office will contact the parents and find out what time they, or the person collecting their son, will be at school
- If boys are not collected by 4.55pm from their club then they should be taken to the school office. The school office, or the teacher in charge of the boy, will contact the parents and find out what time they, or the person collecting their son, will be at school
- If the school office is unable to contact the parents, then a message will be left on the parents' numbers. Then all adults who are authorised by the parents to collect their child from school are contacted
- All reasonable attempts are made to contact the parents or nominated carers
- The child will be cared for in the school office
- The Headmistress must be informed of the situation at this time. The child's class teacher must also be informed
- The child does not leave the school premises with anyone other than those authorised to collect the child
- If no-one collects the child after one hour and there is nobody who can be contacted, we apply the following procedures:
 - We contact our Kensington and Chelsea social services department, telephone number: 020 7361 3013 or 020 7373 2227
 - The child stays at school in the care of two fully vetted workers until safely collected either by parents or a social worker
 - The Headmistress must be updated regularly of the situation
 - Under no circumstances are staff to take the child home with them
 - An Incident Form must be completed as fully as possible and placed in the Incident Folder and child's file

We undertake to look after the child safely throughout the time that he remains under our care.

This policy will be reviewed annually