

EYFS, Years 1 & 2 Left Child Procedure.

Stewart House

Sometimes it may be unavoidable for you to arrive at school on time in order to collect your child. It can be very distressing for your child if you are not there to collect them at the end of the day. Your child will be looked after by a member of Stewart House staff until they can be collected.

If you know you will be late please telephone Stewart House 01371 822616 asap. If there is no answer then please telephone the Prep School Office 01371 822610/01371 822613.

If your child is in Woodlanders Club and you know you will be late please telephone the Woodlanders mobile 07500 029527.

INTERNAL PROCEDURE

Procedure for failure to collect children from Stewart House.

In the event of a parent or carer failing to collect a child at the end of a session the child will be quietly looked after in a familiar setting for up to 15 minutes.

After this

- The child will join the Woodlanders After School Club (depending on ratios) while efforts are made to contact the child's parents/main carer; answer phone messages will be left on the home and mobile telephone numbers. In the event there is no space in Woodlanders a member of the Stewart House LT (SLT) will look after the child.
- If no contact can be made a member of the SLT will be informed and efforts will be made to contact the named persons on the emergency contact forms. Numbers will be tried and appropriate messages left.
- A member of staff will continue to try to make contact with the child's parents/main carer by telephone.
- If this is unsuccessful by 5.45pm the Senior DSL or the Deputy DSL will be informed and at 6.00 pm a decision will be made as to course of action
- After 6.00 pm, under the direction of the DSL or Deputy DSL the child will be safely cared for by a member of staff on the Evening Duty Team.

A full report of the incident will be recorded on the child's file.