



Rugby School  
THAILAND

## Uncollected Child Procedure

**Person responsible:** Head of Pre-Prep  
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*The health, safety and well-being of young people are of paramount importance to all the adults who work at Rugby School Thailand. Children have the right to protection, regardless of age, gender, race, culture, sexual orientation, or disability. They have a right to be safe in our school. Members of staff in the school have a legal and moral obligation to safeguard and promote the welfare of the pupils, taking all reasonable steps to protect them from harm whether from physical injury, abuse, neglect, emotional harm or from anything that interferes with their general development.*

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## **AIMS**

- To protect the child and ensure they are reassured, cared for and safe.
- To ensure all staff are aware of the expected procedures involved when a child has not been collected when they should.
- To ensure the same procedures are adhered to across the school

## **BACKGROUND**

The staff are aware that sometimes parents are delayed when due to collect their children so we operate an uncollected child policy. In most cases a parent will have contacted the school to inform them that they are delayed and therefore arrange alternative collection, or arrange for the child to be supervised at school until they arrive. In the event of a child being uncollected without any information being received then the School will follow the procedures set out below.

## **COLLECTION TIMES**

Collection times vary across Pre-Prep, Prep and Senior but the protocol is the same. Senior pupils (F Block and above) are not “collected” in the same way as the younger pupils but anyone remaining on site would be treated as uncollected.

## **PROCEDURE**

If a child is not collected at the expected time (10 minutes after time and no information from parent) then a member of school staff will attempt to phone the parents on their contact numbers, home, mobile and work. (Primary and Secondary contacts are on iSAMS) The child will be reassured and looked after accordingly.

## **UNCOLLECTED PRE-PREP CHILD**

A part time Pre-Nursery or Nursery child not collected at 12:00 will be taken to the School Office and parents phoned. They will either wait with the School Secretary if their parents are only a few minutes away or they will go to lunch with the other children.

At 12:30pm if School has not made contact with a parent then School will phone an Emergency Contact.

The office will continue trying to contact parents and the child will be accommodated in the Pre-Prep.

A child not collected at 3:15pm will follow the same procedure. They will be given a snack and if age appropriate, will join the Activity program. If they are in Pre-Nursery or Nursery they will be sent to the staff creche room for supervision.

A child not collected at 4:45pm will follow the same procedure but will be supervised in the After School Care room.

Any pupil not collected after 6pm will be sent to the school office.

If no parents or emergency contacts have been able to be contacted after one hour the school will contact any known friends or associates on the parental body to see if they can assist with the location of the parent. In the event of this not resulting in any contact, the police will be called to assist. A senior member of staff should be present at this point.

### **UNCOLLECTED PREP PUPILS**

A child not collected at the usual time from an early collection (3:30pm) will be sent to the School Office and parents will be called. If after ten minutes they have not made contact with the parent, the child will be sent to an appropriate Extra Curricular Activity. If no contact has been made by the end of the day then Emergency Contacts will be called.

If no contact is made, the child will be taken to the Dining room to join the Boarders for their evening meal. The child must be reassured. If no parents or emergency contacts have been contacted after one hour, the school will contact any known friends or associates on the parental body to see if they can assist with the location of the parent. In the event of this not resulting in any contact, the police will be called to assist. A senior member of staff should be present at this point.

Prep aged pupils are best catered for in the Boarding Houses.

### **BOARDERS**

Uncollected boarders will follow the same procedure but with House staff responsible for them.

### **OFF SITE TRIPS**

For off-site visits, it is the Trip Leader's responsibility to ensure all pupils are collected/dismissed appropriately. The same procedures can be followed to ensure all pupils are collected. In the event of no collection and the school being unable to contact parents, emergency contacts or friends of the family, the child should be brought back to school and if necessary placed in Boarding and the police contacted.

### **COLLECTION by UNKNOWN ADULT (Pre-Prep and Prep)**

In the event of parents being contacted but not able to collect, they may give permission for someone else to collect their child.

Staff must not release a child to an unauthorised person, unless an authorised person telephones to state that, because of an emergency, a different person will be collecting. The authorised person should give the name and address of the person collecting along with a photo/ID and password. Staff are then responsible for checking the ID of the person collecting.

### **RELATED POLICIES**

Child Protection and Safeguarding

Arrivals and Departures Policy (Pre-Prep)