



Wetherby School
Reception
19 Pembridge Villas
London
W11 3EP

Wetherby School
Years 1, 2 and 3
11 Pembridge Square
London
W2 4ED

Left at School Policy

14b Missing child policy and policy for arrangements when a child is not collected

Policy reviewed by: Paul David

Review date: June 2025

Submission: June 2025

Policy actioned from: September 2025 – August 2026

Next review date: June 2026

Reviewer's Signature:

Paul David

Head Teacher's Signature:

Paul David

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 School; 'parents' refers to parents, guardians and carers.



Wetherby School

Left at School Policy

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

Aim:

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.

19 Pembridge Villas

- The class teacher will take the boys to the school office and Mrs Butler will contact the parents and find out what time they, or the person collecting their son, will be at school

11 Pembridge Square

- Boys not picked up at collection time, approximately 3.30pm for Year 1 and 3.45pm for Years 2 and 3, will be taken to the school office by the class teacher. The school office will contact the parents and find out what time they, or the person collecting their son, will be at school. The boys will remain in the school office. Miss Pryer or a member of the office staff will take care of them.
- If boys are not collected by 4.55 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

Both Sites

- 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 at 19 Pembridge Villas (Reception) or 11 Pembridge Square (Years 1, 2 and 3).
- The Headmaster and the Deputy Head (Pastoral) must be informed of the situation at this time. At 19 Pembridge Villa the Head of Reception will be informed. 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 Head and the Deputy Head (Pastoral) 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