



## MANOR HOUSE SCHOOL UNCOLLECTED PUPILS POLICY INCL EYFS

Date of Issue: **May 2026**

Date of Review: **September 2028**

Responsibility: **Designated Safeguarding Lead**

### **References:**

MHS Child Protection and Safeguarding Policy

Children Act (1989);

Independent School Standard Regulations (2014);

DfE: KCSIE

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### **EYFS Arrangements**

**Should any child be uncollected at the end of session or day the following procedures must be put into place for children in EYFS.**

To ensure there is minimum distress to the child, where possible a suitably qualified member of staff, who is known to the child will care for them.

Children who attend Nursery or Kindergarten will remain with their peers in the Nursery and take part in the afternoon sessions until 3.30 pm. They will then transfer to Late Class and Honey pots.

An additional member of Nursery staff will remain with children under three, until their parents collect them.

Staff will attempt to contact the parents using the information stored on iSAMS.

If the EYFS parents are unable to collect their children and need to send a person unknown to the school, they must inform the school as soon as possible. They will need to agree a code word which is given to the member of staff on duty or email an up to date photograph as agreed in the EYFS supervision policy.

**All children from the EYFS department will also have a member of the EYFS staff with them.**

## **Whole School arrangements**

Any pupil who remains in school after the end of lessons should either be attending a club, attending Honeypots (pupils in Early Years to year 2) or attending Prep.

Clubs and matches usually finish before 6pm. In the event of a later finish parents are alerted in good time and pick children up from the pickup area. Staff remain with the pupils until the last one is collected. If teams on away matches are delayed on the journey back, the member of staff will contact the school office who then alert parents. Pupils may alert parents themselves if they have mobile phones with them. If the office is not manned P.E staff will contact a member of the SLT.

Any pupil who stays for Honeypots or Prep is formally registered by the member of staff on duty. Upon collection a note is also made so there is a complete record of who is left on the premises. Both Honeypots and Prep finish at 6pm and pupils should be collected by this time. In the event that a parent has not arrived, the member of staff on duty will bring the child to the main school office and telephone contact will be made to ascertain the time of arrival of the parent. The child will be supervised by a member of staff until the parent arrives.

The resident housekeeper is on duty at this time and may be called upon to assist in supervision.

If any pupil is not collected from the Nursery at the end of the afternoon session, they will be cared for by the Nursery team whilst telephone contact is made with the parent. A member of the Prep team will stay with the child until the parent arrives.

If a parent or carer cannot be contacted by 6pm, even after persistent attempts Children's Services or the Police may be contacted.

CSPA 0300 470 9100 (Mon to Fri 9am to 5pm)

Out of hours 01483 517 898

**Author,**  
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**May 2026**