



In October 2024 the Governing Body of Camborne Nursery School and Family Services reviewed the following Policy.

Signed:

Chair of Governors

Head Teacher

LATE COLLECTION POLICY

Rationale

Promptness in collection of children is important with regards to school readiness. At Camborne Nursery School our staffing levels are calculated according to the number of children we care for. Unplanned disruption to the number of children who need caring for can have a significant financial and organisational impact on the day to day running of our school. Therefore in order to encourage parents to be prompt and in order to cover costs when such situations arise; the following policy is adopted.

Policy and procedures

In the event that a child is not collected by an authorised adult at the end of a session the school puts into practice agreed procedures. These ensure that the child is cared for safely.

Parents of children starting at the school are asked to provide specific information which is recorded on the Admission Form, including:

- home address and **up to date** telephone/mobile number
- workplace and telephone number (if applicable)
- names, addresses and telephone numbers of adults who are authorised by the parents to collect their child from the setting
- information about any person who does not have legal access to the child.
- information about who has parental responsibility for their child.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they should inform the teacher and/or school office.

- Parents who are not able to collect their child as planned due to emergencies or unforeseen circumstances must inform the school so that back-up procedures can be implemented. If an adult not on the contact list is to collect the child, a password may be used and their details added to the list. Parents are provided with the contact telephone number of the school.

If a child is not collected within 15 minutes of the end of the session, the following safeguarding procedures are implemented.

- The adults whose telephone numbers are recorded on the Admission Form are telephoned by a member of staff (admin/headteacher/teacher).
- All calls and numbers tried must be logged, recording the time and whether a message has been left
- All reasonable attempts must be made to contact the parents/carers. If there is no success at making contact with any adults named, the most senior member of school staff is informed.
- The child stays in school until the child is safely collected by the authorised person. If it is at lunchtime the child may join the other children and subsequently join in with the afternoon session and if it is at the end of the day they can go into wraparound (see charges below).
- The child must only leave the premises with those named on the Admission Form or anyone who parents have given permission to collect (with the password) or any other person the school has been notified of in an emergency.
- **If a child is persistently collected late, a review of their hours will be taken.**

Charges

£6 per hour

If a child is collected over 1 hour after their pre booked session has finished, a penalty charge of £20 will be applied, additional to the hourly charge.

Emergency Safeguarding Procedures

If a child is not collected within 1 hour of the end of their session and no message has been received the following safeguarding procedures are implemented.

- If there is no-one who can be contacted to collect the child, The Multi Agency Referral Unit is contacted on **0300 1231 116 and/or the police.**
- Under no circumstances are staff to go to look for the parent, nor do they remove the child from school.
- A full written report of the incident must be recorded by their teacher or headteacher as a safeguarding incident.