SHANKLEA EYFS

Late Collection and Non-Collection Policy

Policy Control Details			
Date policy approved:	September 2020		
Prepared by:	Kay Laughton	Signature	Date
Approved for issue by:	Gareth Pearson	Signature	Date
Review period:	1 year		
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Responsibility for review:	EYFS Manager		

Late Collection and Non Collection Policy

All parents know an approximate arrival time at the setting and are informed that if they are late then they will have to go to the main office at the front of school for admittance.

In the instance of a child not being collected from the setting after a reasonable amount of time, 15 minutes has been allowed for lateness, the following procedure will be initiated by staff:

- The leaders will be informed and they will check for any information regarding changes to normal routines, parents work patterns or general information. If there is no information recorded, the parents/carers will be contacted on the numbers provided for their home or work. If this fails the emergency contacts will then be contacted as per the child's records. The Head, Deputy Head or EYFS manager will be informed of the situation.

- The EYFS and Nursery leaders or one leader and another member of staff must stay behind with the child (if it falls outside normal operating hours). During normal operating times, staff ratios must be met and planned for accordingly.

- If the parents/carers still have not collected the child, one of the Nursery leaders will telephone all contact numbers available every 10 minutes until contact is made. These calls need to be logged on the full incident record

- In the event of no contact being made after one hour has lapsed, the person in charge will ring the Single Point of Access Team Child Protection Duty Officer at **Social Services** on 01670 629600 (or 01670 822386 out of hours.)

- Two members of senior staff will remain in the building until suitable arrangements have been made for the collection of the child. The child's welfare and needs will be met at all times.