

The Croft Preparatory School

Late Collection Policy

Whole School Policy, including the Early Years Foundation Stage

Policy Reviewed (AW)	February 2024
Peer Review Completed	13 March 2024
Ratified by SLT	19 March 2024
Next Review	March 2026

Should a parent fail to collect a child when expected, we put into practice the agreed procedures in this policy, and ensure that the child receives a high standard of care, in order to cause minimum distress.

We inform parents of our procedures, and ask that they inform the child's class teacher if their child is due to be collected by anyone other than themselves. Parents of Early Years children can send a message to their child's teacher/group leader using 'Famly' if they wish or via the office email.

In instances where adults are unavoidably delayed, we ask them, if possible, to contact the School by telephone, and they can be reassured that their child will be properly cared for until they arrive.

Procedures

If the child is not collected at the expected time, we implement the following procedures:

Little Crofters Children

If Little Crofters children are not collected at their expected time (1.15pm or 3.30pm), staff check on 'Famly' and with the office to see if any messages have been received. Failing this, staff will contact the expected adult by telephone. The child will remain safely with their peers, whilst collection arrangements are confirmed.

Dependent on circumstances, the school reserves the right to levy a fee if children attend all or part of the afternoon session (1.15-3.30pm), Late Duty (3.30-4pm) or Wraparound (4-6pm).

Reception Children

If Reception children are not collected at their expected time (3.30pm), staff check on 'Famly' and with the office to see if any messages have been received.



Failing this, staff will contact the expected adult by telephone. The child will remain safely with their peers, whilst collection arrangements are confirmed.

Dependent on circumstances, the school reserves the right to levy a fee if children attend all or part of Late Duty (3.30-4pm) or Wraparound (4-6pm)

Year One and Year Two Children

If Year One and Year Two children are not collected at their expected time, staff with the office to see if any messages have been received. Failing this, staff will contact the expected adult by telephone. The child will remain safely with their peers, whilst collection arrangements are confirmed.

Dependent on circumstances, the school reserves the right to levy a fee if children attend all or part of Late Duty (3.30-4pm) or Wraparound (4-6pm)

Prep Children (Year Three upwards)

If Years 3 - 6 children are not collected by their parent/carer at collection time (4.00pm), they will go to 'Prep'. If they are then not collected at 4.30pm from 'Prep', they will be taken the School's Wraparound provision to wait. Wraparound staff will ensure the child is safe and supervised until they are collected. Dependent on circumstances, the school reserves the right to levy a fee.

General

For **all children**, the procedure is as follows:

- If contact cannot be made with the adult expected to collect the child, the parents/carers (if different) are contacted at home or at work
- If this is unsuccessful, attempts are made to contact any other adults who are authorised by the parents/carers to collect their child, as nominated in the child's registration documents. The names and telephone numbers of these adults are recorded on Engage, the School's management system
- The child will not be allowed to leave the premises with anyone unless the parents/carers have given their consent. The child will remain at School in the care of two members of staff
- If no one collects the child and the premises are closing, or staff are no longer able to care for the child, we apply procedures set out in our Safeguarding and Child Protection Policy. We also contact our local authority and Children's Services Emergency Duty Team
- A full written report of the incident is recorded

- Dependent on the circumstances, the School reserves the right to charge parents for the additional childcare provided
- If a child is frequently collected late, a letter is sent home reminding parents of their responsibility. The School is aware that persistent late collection may indicate a safeguarding issue and it will therefore be brought to the attention of the Designated Safeguarding Lead for appropriate recording/action

External Clubs

It is the responsibility of any after School external club provider to ensure that children attending the club are safely collected by a parent, or other adult. The School cannot be held responsible for children who are not collected after the club ends.