

The Croft Preparatory School

Late Collection Policy

Whole School Policy, including the Early Years Foundation Stage

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 are required to write this information on the daily registration sheet.

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.

Parents are reminded to make sure that the school has correct, up to date contact telephone numbers for them at all times, and the existing contact details held on file are sent to parents annually to help facilitate this.

Procedures

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

Early Years & Pre-Prep Children

If Early Years children are not collected at collection time (1.15pm or 3.30pm), the daily registration sheet is checked for information about anticipated collection, and attempts to contact the expected adult by telephone are made by staff. If Pre-Prep children (Years 1 & 2) are not collected at collection time (3.30pm), they remain with their teacher whilst the parents are telephoned.

Where the child remains uncollected by 4.05pm, they will be taken to the Main School Office, where a senior member of staff will ensure the child waits safely and supervised until they are collected.

Prep Children

If children in Years 3 - 6 are not collected by their parent/carer at collection time (4.00pm), they will be taken to Prep to wait.

Where the child remains uncollected by 4.30pm, they will be taken to the Main School Office, where the child's parents/carers will be telephoned. A member of Senior Staff will ensure the child is safe and supervised until they are collected.

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.

For **all children**, (Early Years, Pre-Prep and Prep) the procedure continues 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 in the School Offices
- 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

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Reviewed by Governing Committee	N/A
Reviewed by Board	N/A
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