



Policy for late collection of children Agreed by governors June 2022 Review date June 2023

Rationale

Promptness in collection of children is important with regards to school readiness. At Truro 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, times when at work 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 it is 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 5 minutes of the end of the session (11.45am or 3.30pm), and no message has been received the following safeguarding procedures are implemented. The child will be placed in wraparound care/additional nursery session at a cost of **£1.00** for the first 15 minutes after that a penalty charge and session charge in line with our charging policy will be implemented until the child is collected.

If a child is not collected within 15 minutes of the end of the session, and no message has been received 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 on CPOMs**, 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.

Charges

If a child is not collected within 5 minutes a charge of £1.00 for the first 15 minutes will be applied. After the first 15 minutes a penalty charge of £5 plus the relevant session charge e.g. lunchtime or afternoon session charge will be applied in line with our charging policy. If the child goes into the wraparound session at the end of the day no penalty charge will be applied as this is a pay as you use service for all parents and can be booked at short notice.

As our school closes at 5.30pm and staff need to go home, if a child is collected after 5.30pm a charge of £25 per hour (or part of hour) will be applied.

Emergency Safeguarding Procedures

If a child is not collected within 1 hour of the end of their session or by 5.45pm (whichever is sooner) 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 or if out of hours 01208 251300 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 on CPOMs** by their teacher or headteacher.
- If and when the parents/carers collect the child they are asked for a contact number that can be used in future before they leave with the child.
- **If a child is not collected within 1 hour of the end of their session or by 5.45pm (whichever is sooner)** for a second time that term, the details must be logged by the child's **teacher on CPOMs to** add to the child's records. The Headteacher will then contact Social Services and a letter is sent to parents to inform them of this.

Appendix 1

Information for wraparound/holiday club staff

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.

- The child stays in school until the child is safely collected by the authorized 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.
- **If a child is not collected within 15 minutes** of the end of the session/day, and no message has been received safeguarding procedures are implemented according to Truro Nursery School's Late Collection of Children Policy
- If a child is not collected by 5.30 one member of Wraparound staff will check the answer machine for messages. If no message has been received by **5.45 p.m** safeguarding procedures are implemented according to Truro Nursery School's Late Collection of Children Policy
- If a member of the wraparound team has to leave school promptly at 5.30 the wraparound staff should contact a member of the school staff asking them to return to school (if possible) to be the additional member of staff.
- In order for solo member of staff to check the answer phone for messages or make a call the uncollected child will accompany the wraparound staff member to the office.