

**Late Collection Policy**

**Rationale**

Promptness in collection of children is important with regards to school readiness. At Kingfisher Kindergarten 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 the kindergarten. 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 nursery puts into practice agreed procedures. These ensure that the child is cared for safely.

Parents of children starting at Kingfisher are asked to provide specific information which is recorded on the Registration 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 a member of staff.
* Parents who are not able to collect their child as planned due to emergencies or unforeseen circumstances must inform Kingfisher 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, and no message has been received the following safeguarding procedures are implemented. The child will be included into an additional nursery session at a cost of £5.00 for the first 15 minutes

**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.
* 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 all of the parents/carers and emergency contacts listed on the admission form.
* 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, two members of staff will stay with the child until they are collected by an authorised person.
* 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 £5.00 for the first 15 minutes will be applied.

After the first 15 minutes a penalty charge of £5 per fifteen minutes.

**Emergency Safeguarding Procedures**

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

* We contact the local authority children’s social care team:

Abingdon (South) 0345 241 2608 or our LADO Alison Beasley 01865 815956 or 07833436649

* Or the out of hours duty officer (where applicable):

Emergency Duty Team 0345 050 7666 (MASH Team)

* The child stays at the setting with two members of staff until the child is safely collected either by the parents or by a social care worker.
* Social care will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the local authority.
* Under no circumstances will we go to look for the parent, nor leave the setting premises with the child.
* We ensure that the child is not anxious and we do not discuss our concerns in front of them.
* A full written report of the incident is recorded in the child’s file and logged on our Late Collection Record file.

Depending on circumstances, we reserve the right to charge parents for the additional hours worked.

This policy was reviewed by Kingfisher Kindergarten Ltd

On 22nd January 2019

Date to be reviewed Annually

Signed on behalf of the provider La-Ryne Baker

Role of signatory Owner