



## LATE COLLECTION and NON-COLLECTION OF CHILD POLICY

### LATE COLLECTION OF CHILD

#### RATIONALE

Children feel anxious when not collected at the correct time, we wish to minimise this by ensuring that all children are collected at the appropriate time.

#### AIMS

The aims of this part of the policy are:

- To inform all parents/carers of our late collection of child policy through our Early Years brochure so that they are aware of our procedures prior to their child starting in the nursery.

#### PROCEDURE FOR LATE COLLECTION:

##### **School Children and Afternoon Nursery Children:**

- Children finish their school day at Coppetts Wood Primary School at 3.20pm. Unless enrolled in after school activities all children need to be collected on time.
- If parents/carers are going to be late they will need to inform the school office.
- Any children remaining on the school premises after 3.40pm will be taken to the Children's Centre for the After School Club - if spaces are available. If After School Club is at full capacity, the child will remain in the school with a senior staff member. Parents will be expected to collect their child as soon as is reasonably possible.
- The following charges will apply whether the child is in school or in the After School Club:  
Collected by 4.30 - Reception and Nursery children £12  
- Year 1 upwards £8.00  
Collected by 5.45 - Reception and Nursery children £24.00  
- Year 1 children £16.00

##### **Morning Nursery Children:**

- Children finish their nursery morning at Coppetts Wood Primary School at 11.30am.
- If parents/carers are going to be late they will need to inform the school office.

- Any children remaining on school premises after 11.40 am will be taken to the school dining room and charged £12.00 for the lunch session plus a school dinner. Any child not collected after 12.30 will be charged £36.00 for the afternoon session

#### AFTER SCHOOL CLUB

Any child remaining on the Children's Centre premises after 5.45pm will be **charged £25** for each additional fifteen minutes the centre remains open. This is necessary as staff will need to be paid overtime.

**PLEASE NOTE:** Any child whose parents/carers have not contacted us and who remains after one hour will have the **non-collection of child** part of this policy put into effect, detailed below:

#### NON-COLLECTION OF CHILD

##### RATIONALE

If a child is not collected by an authorised adult at the end of session/day the school or Children's Centre puts into practice agreed procedures in order to ensure that the child is cared for safely by a qualified practitioner who is known to the child.

##### AIMS

**The aims of this part of the policy are:**

- To provide a child who has not been collected with a high standard of care in order to ensure that they suffer as little distress as possible.
- To inform all parents/carers of our non-collection of child policy through our Early Years brochure so that they are aware of our procedures prior to their child starting in the nursery. In this way they can be reassured that, should an incident occur where they are delayed and unable to contact the school, their child will be safe and well looked after.
- To ensure that where an authorised adult, who has been named on the child's registration documents\* cannot collect the child on a set day that procedures are in place to enable the child to be picked up by an alternative.

\*In school this may also be an adult that the parent/carer has informed the class teacher or reception staff is allowed to pick up the child.

\*In After School Club this may also be an adult that the parent/carer has informed the Children's Centre is allowed to pick up the child. If this is an adult previously unknown to the Children's Centre, the parent/carer will be contacted at pick up to confirm they provide permission to give the child to the individual.

### **PROCEDURE FOR NON-COLLECTION**

- Where the child is at the school, the child is taken to the entrance hall and the teacher will stay with them until they have been collected. If a child remains past 3.30pm without the parent/carer having telephoned the school, school staff will attempt to contact the parent and after 3.40 they will be taken to the After School Club for collection and **charged as above.** If After School Club is at full capacity, the child will remain in the school with a senior staff member.
- Parents/carers are contacted at home, work and on their mobiles.
- If this is unsuccessful all authorised adults detailed on the child's registration documents will be contacted.
- All reasonable effort is made to contact the child's parents/carers.
- In the Children's Centre, the child does not leave the premises with anyone other than an authorised person on the registration form or an individual informed by the parent prior to pick up.
- If no-one collects the child after one hour from the Children's Centre or the school, and there is no-one who can be reached, we apply the procedures for un-collected children.

### **PROCEDURE FOR WHERE NO PARENT CAN BE CONTACTED**

- Barnet Multi Agency Safeguarding Hub would be contacted on 020 8359 4066. For children not collected at the end of the extended day care this would be the out of hours duty social worker on 020 8359 2000.
- In exceptional circumstances the police will be called.

- Where the child is at the Children's Centre they stay in the care of two experienced and qualified practitioners until the child is safely collected either by the parent/carer or a social worker. At the end of the working day the Headteacher or their representative will assume responsibility for any remaining children.
- Social services will continue to attempt to contact the parent/carer and, if unable to do so, will take the child into the care of Barnet.
- No staff will go to look for a parent.
- No staff will take a child home with them.
- A full written report is recorded in the child's file.
- Depending upon the circumstances of the incident:
  - we reserve the right to **charge £25** for each additional fifteen minutes the centre remains open.
  - Ofsted may be informed on 0845 640 4045.

Policy Date: April 2016  
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