



## Late Collection of Children Policy

We appreciate that sometimes a parent/carer can be delayed for a variety of reasons and are not always able to collect their child on time at the end of a session. A parent/carer being late can often be distressing for a child, especially if they have seen their friends go.

If a child is still waiting at the end of a session, the following procedure will be observed:

All contact numbers including emergency contacts will be used to contact the parent/carer.

At least two members of staff will stay with the child.

Parents/Carers will be charged a late collection fee of £5.00 if they have failed to contact the preschool regarding their delay in collecting their child.

If all efforts by senior members of staff fail, and we still have not received a telephone call from the parent/carer within half an hour of the closure of the session we will have no alternative but to contact the Children, Young People and Families Service and Early Years Safeguarding and Welfare Officer. This will now become a child protection issue.

A record will be kept of the incident within the Child Protection File

Concerns will be referred to one of the following agencies following discussions with the Child Protection Officer.

- Multi Agency Hub 01752 305200 (or 01752 346784 out of hours)
- OFSTED will also be informed.

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| Approval by the Management Committee:                |  |
| Signed:                                              |  |
| Chair:                                               |  |
| Date:                                                |  |
| The next review by the Management Committee will be: |  |