



Sandbank Nursery School and Playcare Project Late Collection of Children Policy

Aim

To ensure the wellbeing of Sandbank children is maintained when they are not collected from Nursery or Playcare.

At Sandbank Nursery and Playcare our prime concern is the wellbeing of the children in our care.

We understand that there will be occasions when it may be impossible for parents/carers to collect children on time, for example, family emergencies. However these occasions should be rare.

Where exceptional circumstances make it impossible for a child to be collected at the appropriate time, then the following procedure will be followed:-

- When a carer phones to advise of late collection the child will be kept with the senior staff member available until either the child is collected safely or it is no longer possible for school staff to care for the child e.g. leaving to attend a meeting, or the carer is 30 minutes late. If this situation should arise, then every effort will be made to contact the carer and inform them.
- If a place is available in Playcare or After School Club, the child will be placed there until he/she is collected. A charge will be made for this service if the child's stay exceeds 15 minutes. The charge will be the full cost of the session.

- When no information is received about the reason for non collection, then the child will remain in the care of the senior staff member whilst efforts are made to contact a responsible adult (parent or other nominated carer). The above procedure will be followed until the child is collected.
- If it is not possible to contact a suitable adult, then the situation will be reported to Children's Services. The time that this happens may vary according to the circumstances, for example, if the family are already known to Children's Services or if there are other reasons which give additional cause for concern.

Reviewed: March 2021

Next review date: March 2023

Passed by: _____ Date: _____