



Late Collection and Non-Collection

In the EYFS at Rossall we expect all parents to agree on an approximate time to collect their child from the Nursery. We give parents information about the procedures to follow if they expect to be late.

These include:

- Agreeing a safety password with the Nursery in advance to be used by anyone collecting a child who is not the parent (designated adult)
- Calling the Nursery as soon as possible to advise of their situation
- Asking a designated adult to collect their child wherever possible
- Informing the Nursery of this person's identity so the Nursery can talk to the child if appropriate. This will help to reduce or eliminate any distress caused by this situation
- If the designated person is not known to the Nursery staff, the parent must provide a detailed description of this person, including their date of birth where known. This designated person must know the individual child's safety password and the child's date of birth in order for the nursery to release the child into their care. This is the responsibility of the parent.

If a child has not been collected from the Nursery after a reasonable amount of time (**ten minutes**) has been allowed for lateness, we initiate the following procedure:

- The Nursery Manager will be informed that a child has not been collected
- The Manager will check for any information regarding changes to normal routines, parents' work patterns or general information. If there is no information recorded, the Manager will try to contact the parents on the telephone numbers provided for their mobile, home or work. If this fails the Manager will try the emergency contacts shown on the child's records
- The Manager/staff member in charge and one other member of staff must stay behind with the child (if outside normal operating hours). During normal operating times, the Nursery will plan to meet required staff ratios. If the parents have still not collected the child, the Manager will telephone all contact numbers available every 10 minutes until contact is made. These calls will be logged on a full incident record
- The Manager will contact our safeguarding team for advice if contact has not been made after 30 minutes.
- The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child
- The child's welfare and needs will be met at all times and to minimise distress. Staff will distract, comfort and reassure the child during the process.
- In order to provide this additional care a late fee can be charged to parents. This will pay for any additional operational costs that caring for a child outside their normal Nursery hours may incur.

Records are maintained and information shared (with parents and carers, other professionals working with the child, the police, social services and Ofsted or the childminder agency with which they are registered, as appropriate) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met. Records are easily accessible and available. Confidential information and records about children are held securely and only accessible and available to those who have a right or professional need to see them.

Please see the whole school 'Missing Pupils' and 'Safeguarding and Child Protection' Policies for more information, with regards to the non-collection of a Reception child.

Contact numbers:

Name	Contact No
Children's safeguarding assurance partnership	03001236720 03001236722 (out of hours)
Catherine Isherwood (early education safeguarding officer)	07909001430

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>Lent term 2022</i>	<i>Ashleigh Collins</i>	<i>Lent Term 2023</i>