

**Non-Collection/Late Collection Procedure**

Last reviewed: January 2023 to be reviewed by: January 2024

Responsible member of staff,………………………….. Signed and Dated………………………

Responsible member of committee,…………………… Signed and dated…………………….

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| A unique child | Positive  Relationships | Enabling  Environment | Learning and development |
| Inclusive practice | Respecting each other | Learning environment  Wider context | Personal, Social & Emotional Development |

Parents/ carers are expected to collect their children by the end of the session 12.00pm If your child is not collected on time, our legal liability relating to the staff/ child ratio will be infringed.

Two members of staff must remain at Langley Vale Pre-School until the last child has been collected.

Any parent/ carer who is late collecting their child will have to pay for the additional staffing costs incurred for this reason.

Furthermore, a fine of £5 for every 15 minutes lateness will be charged.

Parents should pay for additional staff costs and fines at the time of collection. A receipt will be issued.

Alternatively, an invoice will be sent.

Langley Vale Pre-School holds the right to terminate a child’s attendance at the Pre-School if the child is collected late on a regular basis.

If a parent/ carer is aware they are going to be late, they should send a person who is authorised to collect their child, i.e. a person who is listed in the safeguarding section of the child’s Enrolment form.

It is imperative that the person who collects on behalf of the parent/ carer knows the password.

If none of these contacts are available, they should telephone Langley Vale Pre-School so that our staff is aware there is a problem.

For safeguarding reasons, our staff is not able to accept instructions from parents/ carers via telephone in regards to collection of their child by a person who is not listed in the safeguarding section of the child’s Enrolment form.

If a child has not been collected within 10 minutes of the end of their session and we have not been contacted by the parent/ carer, then the Pre-School leader or their deputy should ring the telephone numbers listed on the Enrolment form – parents’/ carers’ work, home and mobile numbers.

If unsuccessful the emergency contact number(s) should be called.

If all these measures have been taken, staff should contact Social Services and, if considered necessary, the police:

North East Hub - 03001231610 (in working hours), Out of Hours Emergency Duty Team 01483517898

Surrey Police 101

A full written report of the incident will be recorded and filed.

Ofsted will be contacted to be made aware if Social Services (or the Police) are contacted