

## LATE COLLECTION

Issue Number	Reason for Issue	Issued by	Date
2	Revision to existing document	K Cox	13-06-06
3	Revision to existing policy	A Fuller	14-04-08
4	Revision to existing document	CJ Silverlock	08-10-09

The following procedure will be followed in the event that a child is not collected from nursery:

1. Inform the senior member of staff on duty that a child has not been collected. The late book will be checked for changes to the normal collection routines.
2. There must be at least two staff members with the children at all times.
3. If after 15 minutes the parents/carers still have not collected or made contact the senior staff member on duty should phone the parents/carers.
4. If the parents can not be contacted then the emergency contacts should be contacted.
5. Should the child be collected by an adult other than the parent/carer, the password system (as supplied on the childcare agreement form) must be followed so that staff can identify the nominated adult.
6. If the child hasn't been collected and no contact has been made after 45 minutes after the child's session has ended then the nursery manager should be informed
7. The nursery manager will then contact the duty assessment team relevant to where the child lives and liase with the duty social worker . (these numbers can be found in the safeguarding file)
8. The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child.
9. Ofsted will be informed of a significant incident regarding the late collection of a child.
10. A written report of the events must be documented and signed by all staff members on duty
11. Parents will be charged £10 for every 15 minutes as stated in the childcare agreement form to cover emergency staffing costs.