



Late Collection and Non-Collection Policy

At Ribbons Preschool we expect all parents to agree an approximate time to collect their child from the Preschool. We give parents information about the procedures to follow if they expect to be late. These include:

- Agreeing a safety password with the Preschool in advance to be used by anyone collecting a child who is not the parent (designated adult)
- Calling the Preschool as soon as possible to advise of their situation
- Asking a designated adult to collect their child wherever possible
- Informing the Preschool of this person's identity so the Preschool 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 Preschool 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 in order for the Preschool to release the child into their care. This is the responsibility of the parent.

If a child has not been collected from the Preschool after a reasonable amount of time 15 minutes has been allowed for lateness, we initiate the following procedure:

- The Preschool 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 Preschool 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
- In the event of no contact being made after one hour has lapsed, the person in charge will ring the Social Services Emergency Duty Team
- The Preschool will inform CIW as soon as convenient
- 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 of £10 per 15 minutes that you are late in collecting the Child will be charged to parents. This will pay for any additional operational costs that caring for a child outside their normal Preschool hours may incur.

Contact numbers:

Name	Contact No
Social Services Emergency Duty Team	029 20 788570
CIW	0300 790 0126

This policy was adopted on: 23.08.19

This policy was amended on: 09.01.2020

Signed on behalf of the preschool: K.Watkins-Freeman

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