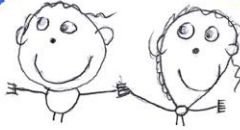


Atherstone Nursery School  
and Warwickshire Early Years Hub



'Bright Start, Bright Future'  
'Chances to explore, discover and grow'

Bedworth Heath Nursery School  
and Warwickshire Early Years Hub



'You make the difference,  
today, tomorrow, together'

## Atherstone & Bedworth Heath Maintained Nursery Schools and Warwickshire Early Years Hub

# Uncollected Child

Date initial Policy Written	March 2012		
Approved by Governors			
Revision 1 Due: November 2015	Date completed:	Head teacher	Chair of Governors
		<i>A King</i>	<i>D Wainwright</i>
Revision 2 Due: November 2017	Date:	Head teacher	Chair of Governors
		<i>A King</i>	<i>D Wainwright</i>
Revision Due: November 2019	Date:	Head teacher	Chair of Governors
		<i>Nicci Burton</i>	<i>D Wainwright</i>
Revision Due: November 2020	Date:	Head teacher	Governing Body Representative
		<i>Nicci Burton</i>	<i>D Wainwright</i>
Revision Due: November 2021	Date:	Head teacher	Governing Body Representative
		<i>Nicci Burton</i>	<i>W Dodd</i>

## **Rationale**

There are always the odd occasions when a parent or carer is held up, or an emergency occurs and they are not able to collect a child on time, due to circumstances beyond their control. We are sympathetic to these facts of life and will always seek to support families and provide a safe and secure environment for an uncollected child. If possible we would ask you to advise us that you will be late, in order that we can reassure your child.

However, when there is persistent late collection we see an impact upon a child's emotional well-being and levels of distress. It also becomes difficult for staff to meet the full requirements of their duties and the quality of provision for the other children can suffer as a result.

The policy below outlines the procedures we follow when a child is not collected on time

## **UNCOLLECTED CHILDREN**

All collections of children should be guided by the general procedure in that children may only be collected by a recognised person documented on the admission forms, unless prior permission has been given. A password must be given to the named person collecting and the school. A different password must be provided on each occasion. In an emergency a phone call specifying a named person and physical description will be accepted if the child also recognises the adult.

In the event of a child being uncollected at the end of session, staff will follow this procedure:

1. Two members of staff to stay on premises.
2. Staff to ensure at all times that the child feels secure and happy and is occupied.
3. After 10 minutes staff will telephone Parents/Carers home, mobile or work number
4. If this is unsuccessful staff will ring the contact number of the next of kin on the data sheet.
5. Staff will wait for 30 minutes – ensuring phone lines are free.
6. If there is no contact after 30 minutes, staff should phone the Head Teacher/Senior Leader to agree the next steps (if they are not already on site).
7. Staff will then, usually, contact the duty officer at Social Services who will arrange for the safe collection of the child.

Please note: It is the responsibility of the parent/carer to ensure that we have your up to date details and 3 emergency contacts that are also up to date. We also use these contacts to monitor non-attendance/absence.

## **Late Collection Charge for extended services e.g. breakfast and tea club and paid for lunch club.**

Parents who are persistently more than 10 minutes late in collecting their child may be asked to remove their child from the facility.

If we have received no message alerting us to a problem 10 minutes after the end of the session a late collection charge **will be levied on every occasion**. This charge is £5.00 in the first instance and a further £1.00 for every fifteen minutes or part thereof. Therefore if you are late you will be charged £6.00 for the first 15 minutes and then a further £1.00 for every part of full 15 minutes after this. This charge purely covers the cost of additional staff.

Also see written guidance for 'Emergency Collection of Pupils'