

# **Late Collection and Non-collection Policy**

## **Statement of intent**

In the event that a child is not collected by an authorised adult at the end of a session, we put into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

## **Aim**

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that their children will be properly cared for.

## **Procedures**

1. Parents of children starting at Montessori are asked to provide specific information which is recorded on our Registration Form including:
  - Home address and telephone/mobile numbers
  - Place of work, address and telephone number
  - Names and addresses, telephone/mobile numbers of two further adults, known to the parents who might collect their child occasionally.
  - Information about any person who does not have legal access to the child.
2. On occasions when parents, or the persons normally authorised to collect the child, are not able to collect the child they must inform the nursery who then record the name and telephone number of the person who will be collecting their child in our 'collection book'. This person must have been identified to the leader/manager before collection. If this is not possible then a password must be agreed by the parent/carer. The child will not be released into the care of another unless they have been identified visually or they can provide the password.
3. Parents are informed that if they, or the persons normally authorised to collect the child, are not able to collect their child on time and before the setting will close at 2.45pm they must inform us so that we can begin to follow non-collection procedures.
4. In the event that their child is not collected from the setting by an authorised adult we begin the following non-collection procedures:

- The collection book is checked for any information about changes to the normal collection routines.
  - If no information is available, parents/carers are contacted immediately.
  - The adults who are authorised by the parents are contacted.
  - The child can only leave the premises with someone named on their Registration form, or noted in the collection book.
  - The child remains at the setting in the care of two members of staff until the child is safely collected either by parents/carers or by a social caseworker.
  - If after one hour the child is still not collected and the premises must close, we contact our local authority social services care team - 020 8901 2690 - and inform Ofsted 0300 123 1231
  - A full written report of the incident is recorded in the child's file
5. Parents arriving after the closing time of 2.45pm will be charged additional staff hours. Parents will be required to pay for any parking fines staff incur as a result of late collection after 2.45pm.