



Non Collection of Children Procedure

If a child is not collected at the expected time, the following actions will be taken;

- The child's key person should inform the Pre-School Manager/Deputy Pre-School Manager, for children in Pre-School, and the Class Teacher should contact the Headteacher/Senior Teacher, for children in the main school.
- The child should continue to be cared for as usual, and every effort should be made to ensure the child is not upset by the situation.
- It is the responsibility of the Pre-School Manager/ Deputy Pre-School Manager (in Pre-School), and the Class Teacher (in the main school), to use all contact numbers available to contact a member of the family or approved friend after 15 minutes without contact from the parents/carers.
- If after one hour the parent or carer has still not arrived, and staff have been unable to make contact with another member of the family, or family friend, it may be necessary to contact Children's Social Care Services and take their advice.
- Children will not be allowed to go home with another parent unless permission has been given in advance by the child's parent or carer.
- Parents should always be aware of the procedure to be followed in this situation and note that in the case of late collection, without good reason, charges will be made. In Pre-School a charge of £5.00 per child will be issued for every 15 minutes. These charges will cover the cost of additional staffing hours, and will be collated on a weekly basis.

If you have any questions about the Non Collection of Children Procedure, please do not hesitate in coming to speak with the Headteacher, Mrs Maria-Anne Higgins.