



Late Collection and Non-Collection

EYFS: 3.73

At **Coppice Care Club and Pre School** we expect all parents to agree an approximate time to collect their child from the Club. We give parents information about the procedures to follow if they expect to be late. These include:

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

If a child has not been collected from the Club after a reasonable amount of time within half an hour has been allowed for lateness, we initiate the following procedure:

- The Club 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 Club 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 local authority children's social services emergency duty team
- The Club will inform Ofsted 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 £10.00 per 15 minutes will be charged to parents. This will pay for any additional operational costs that caring for a child outside their normal Club hours may incur.

This policy was reviewed and adopted on	Signed on behalf of the Club	Date for review
<i>April 2018</i>	<i>J.S. Howse</i>	<i>April 2019</i>