

**Late Collection of Children Policy**

The Preschool staff are responsible for the children during Preschool opening hours.

If the parent/carer has an emergency whereby they are unable to collect their child at the end of the session, the Preschool Manager must be informed immediately. (If a parent/carer is incapacitated e.g. serious illness, car accident etc. we accept that you may be unable to inform Preschool of the situation immediately.)

Persistent late collection of children will not be tolerated and a record of late collection will be noted. At the discretion of the Manager, a fee of £5.00 for each 15 minute period after the end of session will be made.

If a child is not collected from Village Preschool Bosham, the procedure we will follow is set out below –

1) We will check for any information about changes to the normal collection routines.

2) If no information is available, attempts to contact the parents/carers are made at home/work/mobile phone.

3) If this is unsuccessful, the adults that are authorised by the parents to collect their child from the setting and whose telephone numbers are recorded on the registration form are contacted.

4) All reasonable attempts are made to contact the parents or nominated carers.

5) The child does not leave the premises with anyone other than those named on the registration form and/or with written permission from the parents/carers or using the password system.

6) If no-one collects the child by home time: Monday, Tuesday, Wednesday, Thursday, Friday, and there is no-one who can be contacted to collect the child, we apply the procedure for uncollected children, as set out below.

**Policy for Uncollected Children**

We have been advised by both OFSTED and our insurance company, that if there is no response from your emergency contacts, then Preschool must report the situation to Social Services, who will decide on the best course of action.

1. We will contact : West Sussex Social Services 01403 229900 or Emergency (033 022 26664) or the Police 999
2. The child stays at the setting in the care of **two** fully vetted workers until the child is safely collected either by the parents or by a social worker.
3. Social Services will aim to find the parent or relative. If they are unable to do so, the child will be admitted into the care of the local authority.
4. **Under no circumstances are staff to go to look for the parent, nor take the child home with them.**
5. A full written report of the incident is recorded in the incident book.
6. Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
7. OFSTED may be informed (0300 123 1231)