

Hartford Infant and Pre School



Pre School Late Collection Policy March 2021

Lead person: Mrs Rae Lee
Adopted by Governors: Spring 2021
Reviewed: Every 2 years

Promptness in collection of children is important with regards to a child's wellbeing and to safeguard the children by ensuring the ratio of adults and children meets the EYFS safeguarding and wellbeing requirements. At Hartford Infant Pre School our staffing levels are calculated according to the number of children we care for in each session. Unplanned disruption to the number of children who need caring for can have a significant financial and organisational impact on the day to day running of our Pre School. Therefore, to encourage parents to be prompt and in order to cover costs when such situations arise; the following policy is adopted:

Policy and Procedures

If a child is not collected by an authorised adult at the end of a session the Pre School puts into practice agreed procedures. These ensure that the child is cared for safely.

Parents of children starting at the Pre School are asked to provide specific information, which is recorded on the Registration Form, including:

- home address and **up to date** telephone/mobile number;
- workplace and telephone number (if applicable);
- names, addresses and telephone numbers of adults who are emergency contacts authorised by the parents to collect their child from the Pre School;
- information about any person who does not have legal access to the child.
- information about who has parental responsibility for their child;
- when parents are aware that they will not be at home or in their usual place of work, they should inform the Pre School;
- parents who are not able to collect their child as planned due to emergencies or unforeseen circumstances must inform the Pre School as soon as possible and before the end of the session or arrange for someone else to collect their child, where appropriate. If an adult who is not on the contact list is to collect the child a password must be used, and their details added to the list.

Charges

- 5 morning sessions of 8.45am - 11.45am [15 hours] **or**

Sessions times are:

- 5 afternoon sessions of 11.45am - 2.45pm [**bring a packed lunch**] [15 hours]
- 5 extended sessions of 8.45am - 2.45pm [30 hours]

The Pre School gate is open at the end of each session (11.45am and 2.45pm) and kept open for ten minutes or until all children have been collected (whichever occurs first). If a child is not collected within 10 minutes of the end of the session, you will be charged a penalty fee of £5.00 and the following safeguarding procedures are implemented. After a further 5 minutes, an additional session charge of £15 will be applied. If this occurs at the end of the morning session the child will be placed in the afternoon session (where there is a space.) If no space is available, the procedure for the afternoon session will be put into place (as detailed below). The school will invoice any charges as per the Cam Trust Charges and Remissions policy.

After 15 minutes of the end of the afternoon session, staff will have finished their shift and so the child will be taken to the Infant School office by a member of staff (this is a requirement under the Child Protection Policy so that a staff member is not left alone in the room with a child) and they will remain with the child until he/she is collected.

If this becomes a regular occurrence, further steps will be taken as deemed by the Pre School Manager.

Emergency Safeguarding Procedures

If a child is not collected within 1 hour of the end of their session and no message has been received the following safeguarding procedures are implemented:

- if there is no-one who can be contacted to collect the child, the police will be called and we will notify children's social care;
- under no circumstances are staff to look for the parent, nor will they remove the child from school;
- a full written report of the incident must be recorded in the child's safeguarding file;
- when the parents/carers collect the child, they will be asked for a contact number that can be used in future before they leave with the child.