



Late Collection & Non-Collection

If a parent/carer fails to collect their child from nursery, the following guidelines must be adhered to:

- ❖ Never allow the child go home alone.
- ❖ Keep the child within the nursery room for 10 minutes.
- ❖ If nobody arrives to collect the child, the child should be brought to the office and the HT/ DHT must be informed.
- ❖ Admin staff or the HT/DHT will attempt to make contact with Parents/Carers or other contacts.
- ❖ If no contact can be made with any of the contacts on the contact list for a further 15 minutes then the Police will be informed (101).
- ❖ The HT or DHT will stay with the child until suitable provision is made.
- ❖ Under no circumstances will the child be taken to the home of a member of staff or any other unauthorised person.
- ❖ If the school has no alternative but to leave the child with Social Care and Health or the Police, recorded messages will be left with the parent/carer explaining what action has been taken.

The HT will record incidents of late collection which will be discussed with parents or carers at the earliest opportunity.

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