

Maidenbower Infant School Nursery

Non Collection Of Child Policy

It is essential that all children are collected promptly from all sessions to ensure that they do not feel insecure, worried or unhappy.

Parents/Carers must ensure that they:-

- * Contact the Nursery promptly if they are going to be late.
- * Inform Nursery staff if another person is collecting their child.
- * Keep Nursery staff informed of any changes to emergency contact numbers.

When a child is not collected

The Nursery staff will:-

- * Keep the child safely in the Nursery
- * Reassure the child
- * Attempt to contact the parents/carers by telephone or try to trace the emergency contacts given if a child has not been collected 10 minutes after collection time.
- * Contact Integrated Front Door (I.F.D) if the parents/carers cannot be traced and the child has still not been collected 30 minutes after collection time.

There will be a £10 charge for every 15 minutes for late collection of children. By law, we have to comply with the legal requirements for pre-schools which states there must be a staff ratio of one adult to eight children. This is put at risk when children are collected late, as it then becomes necessary for us to retain staff to cover the shortfall.

**THIS POLICY WAS REVIEWED BY THE HEADTEACHER/GOVERNORS OF
MAIDENBOWER INFANT SCHOOL**

SIGNED _____

Date _____

Name: **Lee Hammond**

Position **Chair of Governors**

Next review date **June 2022**