

EARLY YEARS UNCOLLECTED/LATE CHILD POLICY

1 Introduction

New Hall, a Catholic boarding and day school, provides **the best start in life**, enabling students to meet confidently the challenges of the wider world.

Here **academic excellence** is achieved in surroundings where relationships are based on **care, trust and respect**.

We **welcome** students from many traditions, building a Christian **community** that has at its heart **prayer** and **service** to others.

In Early Years, in the event that a child is not collected by an authorised adult at the end of a session/day, the setting puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

2 Procedure

Parents of children starting School are asked to provide the following specific information:

- a) home address and telephone number
- b) place of work, address and telephone number (if applicable)
- c) mobile telephone number (if applicable)
- d) an alternative emergency contact number
- e) names, addresses, telephone numbers and signatures of adults, who are authorised by the parents to collect their children from the setting, eg a childminder or grandparent
- f) who has parental responsibility for the child
- g) information about any person who does not have legal access to the child
- h) a password to be used when the parent/carer is not the person collecting the child

In the event of the parent being late:

- emails will be checked to see if there has been communication from the parent
- the Nursery Manager or Preparatory Divisions Reception, will be informed in case the parent has already made direct contact
- all reasonable attempts are made to contact the parents or nominated emergency contact number
- the child does not leave the premises with anyone other than those named on their file or those having the prearranged password

- pupils in Reception will remain in supervision until 6.00pm
- pupils in the Nursery remain in the care of qualified adults until 6.00pm
- a late collection charge will be applied
- office staff will keep a record of any late departures
- if no-one collects the child beyond these times and there is no-one who can be contacted to collect the child, the Nursery Manager/Head of Pre-Prep will be notified and the procedures followed to contact children's social services care team
- the child stays at the setting in the care of two fully vetted workers, either at the Nursery or Preparatory Divisions, until the child is safely collected either by the parents or by a social care worker
- social care will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the local authority
- under no circumstances do staff go to look for the parent, nor do they take the child home with them
- a full written report of the incident is recorded in the child's file
- Ofsted may be informed