

## Safeguarding

### Late Collection Policy

Late collection of children is a Safeguarding issue. In the event that a child is not collected at the end of the session from Magdalene preschool by an authorised adult, 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.

If a child is not collected at the end of the session within 10 minutes, we follow these procedures.

- The child's file is checked for any information about changes to the normal routines, alternative collection forms are checked.
- If no information is available, parents/carers are contacted at home at home or work or mobile.
- Only adults who are authorised by the parents to collect their child are recorded on the registration form are contacted.
- All reasonable attempts are made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named on the registration form or in their file.
- If no one collects the child after half an hour and there is no one who can be contacted to collect the child, we apply the procedures for unallocated children.
- We contact Croydon's single point of contact (SPOC) emergency number – 0208 255 2888
- The child stays at the setting in the care of two staff (Manager or Deputy and one other) until the child is safely collected either by a parent or social worker.
- Social care will aim to find the parent or relative. If they are unable to do so, the child will be 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 will be made of the incident and logged in the Safeguarding book.

We will charge a late fee of £10.00 if you arrive more than 1 minute late after your session time finishes. For example, if your child's session ends at 12pm and you are not in the queue to collect them at 12pm – you will incur a charge.

If you are more than 1 minute late you will incur the £10.00 charge plus £1.00 for each subsequent minute if you are more than 10 minutes late.

If you are persistently late you will be asked to look for an alternative setting for your child. Excessive lateness is a safeguarding issue & will be recorded.

The late fee is charged because of charges incurred by the setting.

If you think you might be late for any reason, please phone the setting ASAP to let a member of staff know.

Signed by.....Date.....