Ashbridge
INDEPENDENT SCHOOL & NURSERIES

LATE AND NON-COLLECTION POLICY AND PROCEDURES

Approved by: SLT

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To be reviewed by: SLT

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Accessibility: Available on request

Scope: Ashbridge Independent School and Nursery, Ashbridge-on-Ribble Nursery, Ashbridge Nursery at Maxy Farm, The Fledglings Nursery

In the instance of a child not being collected from school or nursery by the agreed time or at the end of a booked session, the following procedure will be initiated by the members of the management team on duty:

- The manager will check for any information regarding changes to normal routines, parents work patterns or general information. Parents/carers will be contacted on the numbers provided for their home or work. If this fails the emergency contacts will then be contacted as per the child's records.

- The member of management on duty and one other member of staff will remain on site with the child (if outside normal operating hours).

- If the parents/carers still have not collected the child, the manager will telephone all contact numbers available every 10 minutes until contact is made, making note of who has been called and at what time.

- In the event of no contact being made after one hour has lapsed, the manager in charge will ring Children's Social Care Emergency Duty Team on 0300 123 6722 for advice, and inform a member of the Senior Leadership Team.

- Two members of staff will remain on the premises, caring for and reassuring the child, until suitable arrangements have been made for the child to be collected.

- Following the incident, the nursery manager or member of SLT will discuss the reasons for late collection if it is felt necessary and document in the child protection log if necessary. In the event of Children's Social Care becoming involved, all relevant procedures will be followed.