

LATE COLLECTION POLICY AND PROCEDURE

As a school we appreciate that at times parents/carers may get held up when they are due to collect their child.

- The school asks that parents/carers contact the school immediately if they know that there will be a delay in them arriving at the usual time for collection. We will then arrange for the child to be supervised until they arrive.

Procedure

- If a parent/carer is more than 10 minutes late arriving to collect their child and has not contacted the school, the child should be taken to the office to ensure that a message has not been received (or member of Kindergarten staff contacts office to check). A member of staff should then make contact as follows:
 1. Ring home telephone number/mobile telephone numbers
 2. Ring usual collector's mobile number
 3. Ring other numbers supplied by parent e.g. work, other mobiles
 4. Ring emergency contacts
 5. If no-one can be contacted the child will be remain in the office supervised by a member of staff until someone can be contacted (or in the kindergarten building in the case of an kindergarten child provided that supervision can be provided). The Principal or designated person in charge should be informed of the situation and what numbers have been contacted.
 6. A member of staff should continue to try to contact the parent or emergency contact on the above numbers.
- If a child has not been collected after *one and a half hours* and there has been no contact with the parent/carer the Principal or designated person will contact the Duty Social Worker at ESCC for advice.

See Emergency Contact Folder for contact details.

Monitoring and review

This policy is monitored by the Principals and staff of the school and will be reviewed in line with the school's Policy review cycle.