

EYFS: 3.4, 3.7, 3.63

It is important that children are collected promptly at the end of their session; we are required under the Statutory Requirements of the EYFS 2021 to maintain staffing ratios, late collection impacts on our ability to compile with this regulation.

Unplanned late collections will be charged at £6:00 per half hour or part thereof, late collections after 6:30 will be charged at £8:00 per half hour or part thereof.

We give parents information about the procedures to follow if they expect to be late. These include:

- Calling the nursery as soon as possible to advise of their situation and expected time of arrival
- Agreeing a safety password with the nursery in advance to be used by anyone collecting a child who is not the parent (designated adult)
- Asking a designated adult to collect their child wherever possible
- Informing the nursery of this person's identity so the nursery can talk to the child if appropriate. This will help to reduce or eliminate any distress caused by this situation
- If the designated person is not known to the nursery staff, the parent must provide a detailed description of this person, including their date of birth where known. This designated person must know the individual child's safety password in order for the nursery to release the child into their care. This is the responsibility of the parent.

If a child has not been collected from the nursery after a reasonable amount of time 30 minutes after their session ends, we initiate the following procedure:

- The nursery manager will be informed that a child has not been collected
- The manager will check for any information regarding changes to normal routines, parents' work patterns or general information. If there is no information recorded, the manager will try to contact the parents on the telephone numbers provided for their mobile, home or work. If this fails, the manager will try the emergency contacts shown on the child's records
- The manager/staff member in charge and one other member of staff must stay behind with the child (if outside normal operating hours). During normal operating times, the nursery will plan to meet required staff ratios. If the parents have still not collected the child, the manager will telephone all contact numbers available every 10 minutes until contact is made. These calls will be logged on a full incident record
- In the event of no contact being made after one hour has lapsed, the person in charge will ring the local authority children's social services emergency duty team
- The nursery will inform Ofsted as soon as convenient
- The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child
- The child's welfare and needs will be met at all times and to minimise distress staff will distract, comfort, and reassure the child during the process

Contact numbers:

Name	Contact No
Social Services Emergency Duty Team	01302 737777 or in the evening or at weekends call 01302 796 000.
Ofsted	0300 123 1231

This policy was adopted on	Signed on behalf of the nursery	Date for review
31.08.24	Angie Ash	31.08.25