



## Late Collection and Uncollected Child

### Introduction

Houghton and Wyton Pre-school is committed to safeguarding and promoting the well-being of all children. This policy sets out procedures to follow when a child is collected late or remains uncollected after their agreed collection time. Late collection causes distress to children and impacts staff time and resources.

### Aim

To ensure children are collected promptly and safely, while providing clear guidance for managing late collection and uncollected children.

### Objectives

We will:

- Prioritise the child's safety and well-being
- Communicate clearly with parents about collection expectations
- Apply fair and transparent procedures
- Escalate concerns to the Designated Safeguarding Lead (DSL) and relevant authorities when appropriate

### Expectations and Communication

- Parents are expected to collect children at the agreed time or within the setting's opening hours (8:00am – 3:00pm)
- Parents must notify the setting as soon as possible if they anticipate being late
- A collection arrangement form and password system are completed on registration to identify authorised adults who may collect the child if parents are unavailable

### Late Collection Fees

To discourage recurring lateness and compensate staff:

- Late arrival by 10 minutes: £10.00
- Every 5 minutes thereafter: £10.00
- Fees are added to the monthly invoice

### Procedure for Late Collection

- A minimum of two staff members, including one qualified staff member, remain with the child
- If parents are unable to collect the child, staff may contact an authorised adult to collect them
- Repeated late collection will lead to a meeting with parents to agree a plan for improvement and assess support needs

### Uncollected Child Procedure

If a child remains uncollected and there has been no contact from the parent:

#### Step 1: Attempt to Contact Parents

- The DSL is informed immediately
- Staff attempt to contact parents using the provided contact details

#### Step 2: Contact Emergency Contacts



- If parents are unreachable, the DSL contacts authorised emergency contacts to arrange collection

### **Step 3: Contact Social Care**

- If no contact has been made within one hour, the DSL:
  - Notifies the local social care out-of-hours duty officer
  - Arranges for social care to collect the child
  - If appropriate, notifies the police if there are concerns for the child's or parent's welfare

### **Staff Responsibilities and Safeguarding Protocols**

- Staff must remain on the premises with the child until collected
- Staff must not:
  - Leave the setting to look for parents
  - Take the child home
  - Transport the child to a carer's home
- All actions and conversations with parents or carers are logged in the child's file
- Parents are asked to sign and date the log entry

### **Safeguarding Concerns**

- If the DSL has safeguarding or welfare concerns, or if social care is involved, a **Confidential Safeguarding Incident Report Form** is completed and stored securely

### **Recurring Late Collection**

- A formal meeting with parents is held to develop a plan
- Additional support or guidance may be offered

### **Monitoring and Review**

This policy is reviewed annually by the Board of Trustees or sooner if required due to significant incidents or changes to guidance.

### **Legislation and Guidance**

This policy aligns with the following:

- Children Act 1989 & 2004
- Statutory Framework for the EYFS (2021)
- Working Together to Safeguard Children (2018)
- Health and Safety at Work etc. Act 1974

### **Acknowledgment**

All staff, trustees, volunteers, and parents must acknowledge that they have read and understood this policy and agree to follow all outlined procedures.