

## **Shiplake CE Primary School and Little Squirrels@Shiplake Primary**

### **Late collection policy and procedure**

#### **Statement on intent**

It is expected for all children to be collected promptly at the end of the school day i.e. 3.30pm (12 noon/1.15pm for children attending part time). We understand that this is not always practicable and therefore have this policy and procedure in place to safeguard the children in our care.

#### **Policy**

We request that parents collect their children promptly at 3.30pm (12 noon/1.15pm for children attending part time) to minimise this risk and also to prevent unnecessary distress to their child. Children can only be collected by a person named on their collection form.

Parents are requested to contact Shiplake CE Primary School/Little Squirrels as soon as possible if they are aware that they are going to be delayed. They are also requested to make alternative arrangements with family or friends so that the child can be collected on time. The names of the family or friends will be added to the collection form.

If an alternative arrangement is made to collect the child, the parent must inform Shiplake CE Primary School/Little Squirrels as soon as possible, providing the name of the person who will collect their child(ren).

#### **Procedure**

##### **In the event of a delay**

1. If a parent contacts the school to inform them of a delay, details of the phone call will be recorded and passed to the Foundation Stage teacher.
2. If an alternative arrangement has been made for collection, details of the person collecting the child will be passed to the Foundation Stage teacher.
3. At no point will the staff or child leave the premises
4. Staff (normally the Foundation Stage Teacher/Key Worker) will wait with the child until they are collected.

##### **In the event of no prior notice**

1. A member of staff will remain with the child at all times.
2. At no point will the staff or child leave the premises.

3. Staff (normally the Foundation Stage Teacher) will wait with the child.
4. **Fifteen** minutes after the expected time of collection (i.e.3.45pm), a member of staff will attempt to contact the parents of the child(ren). The child(ren) will wait on the blue chairs outside the school office.
6. If no contact can be made, staff will wait a further **five** minutes and try again
7. If there is still no contact possible, the emergency contact numbers will be tried
8. If after all reasonable attempt to contact the parents have failed and we find staff no longer able to care for the child or the premises is closing we will then implement our Non Collection of Children policy

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May 2023 (3 year review)