St Andrew's Pre-Prep

Late Collection Policy

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Written August 2006

Reviewed September 2009

GENERAL STATEMENT

The Pre-Prep department and The Lodge Nursery have a duty under the Ofsted Day Care Standards to protect children and act in their best interests. This includes following a series of procedures in the event of a child not being collected at the end of a session.

St Andrew's Pre-Prep takes persistent lateness in collecting a child very seriously. In extreme cases it can be considered as abandonment or neglect of the child, although we understand that occasionally delays are unavoidable.

This policy links with the **Every Child Matters** agenda, in that every child has a right to grow up safe, healthy, enjoying and achieving, making a positive contribution and achieving economic well-being.

PROCEDURE

In the event of a child not being collected the following procedures should be followed:

- The Head of Pre-Prep or member of staff in charge will make every effort to contact the child's parent/s,
- If the parents or guardians are not available then the school will try to get in touch with an alternative emergency contact, which is authorised by the child's parents to collect them on their behalf.
- If it is not possible to make contact with any of the given names of authorised persons within 30 minutes of the end of an agreed session it becomes the duty of the school to contact Social Services emergency duty line who will then take responsibility for the child.
- When the situation has been resolved members of staff should review the reasons for it happening and ensure measures are taken to ensure that it does not happen again.

DUTY OF CARE

The Head Pre-Prep has a duty of care to inform Ofsted if the Late Collection Policy procedure has been authorised and instigated.

POLICY EVALUATION

Evaluation and review of this policy takes place on an annual basis. The staff works together to discuss any changes or adaptations. Throughout the year the whole staff are encouraged to feed back information and ideas regarding the implementation of this policy.

CONCLUSION

It is the aim of the Pre-Prep department to ensure that there is a continuity of approach throughout the school with regard to the safety of children in its care. New members of staff will be informed of the department's policy on Late Collection and be expected to adhere to it

This document was informed by reference to the relevant documentation issued by DCFS (DfES), IAPS and theEast Sussex Local Authority. It is also in accordance with the school's policy on equal opportunities and child protection and safeguarding.[◊]

[◊] Latecollectionpolicy.doc/ls/2009