

PROCEDURE FOR LATE COLLECTION/ UNCOLLECTED CHILDREN

Parents/ carers are expected to collect their children by the end of their pre-agreed session. Sessions at Roundabout Pre-School finish at 12.00 noon or 3pm respectively on Tuesdays, Wednesdays and Thursdays. If your child is not collected on time, our legal liability relating to the staff/ child ratio will be infringed.

Two members of staff must remain at Roundabout Pre-School until the last child has been collected. Any parent/carer who is late collecting their child will have to pay for the additional staffing costs incurred for this reason. Furthermore, a fine of £5 for every 15 minutes lateness will be charged.

Parents should pay for additional staff costs and fines at the time of collection. A receipt will be issued. Alternatively, an invoice will be sent.

Roundabout Pre-School holds the right to terminate a child's attendance at the pre-school if the child is collected late on a regular basis.

If a parent/carer is aware they are going to be late, they should send a person who is authorised to collect their child, i.e. a person who is listed in the safeguarding section of the child's Enrolment form. It is imperative that the person who collects on behalf of the parent/ carer knows the password.

If none of these contacts are available, they should telephone Roundabout Pre-School so that our staff is aware there is a problem. For safeguarding reasons, our staff is not able to accept instructions from parents/ carers via telephone in regards to collection of their child by a person who is not listed in the safeguarding section of the child's Enrolment form.

If a child has not been collected within 10 minutes of the end of their session and we have not been contacted by the parent/carer, then the Pre-School leader or their deputy should ring the telephone numbers listed on the Enrolment form – parents'/ carers' work, home and mobile numbers. If unsuccessful the emergency contact number(s) should be called.

If all these measures have been taken, staff should contact Leeds Social Care and, if considered necessary, the police:

Call Centre to make a specific referral (in working hours)	0113-376 0336
Out of Hours Emergency Duty Team	0113-240 9536
West Yorkshire Police	0845 60 60 60 6

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