



## **KEREM SCHOOL (Including Kerem Early Years Unit)**

### **LATE COLLECTION POLICY**

Kerem School works towards providing a safe environment at all times. The following policy explains the school's procedure in the event of a child not being collected on time.

We ask Parents/Guardians to:

- Telephone the school as soon as they know they are going to be late.
- Inform the school immediately of any changes to phone numbers.
- Ensure the school has contact numbers for two friends/relatives (other than the main carers) who could pick the child up at their usual time, should the need arise. Photos should also be provided.

School will:

- Maintain records and keep them updated.
- Ensure two members of staff are on duty until all children are collected.

Where a child is not collected at their usual collection time:

- A member of staff will attempt to contact the parents/carers once collection time has passed, unless a message has been received explaining why the parent/carer is going to be late.
- If contact is made with the parents/carers, the relevant staff will make the decision as to whether to wait for the parents/carers or request that someone else collects the child.
- If the parents/carers cannot be contacted, emergency contacts will be called directly by the relevant staff.
- If no contact can be made with parents/carers or emergency contacts by 30 minutes after the usual collection time, the Head Teacher or Deputy Heads will be notified and advise on an appropriate course of action to be taken.
- A record of the event will be written in the Incident Book.

Policy reviewed August 2016. Review date: September 2019