



Meadow Drive, Horringer, Suffolk, IP29 5SB
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Charity: 1164658

Non Collection Policy

Our setting is committed to providing a safe, secure environment and the welfare of the children in our care is paramount. We have developed this policy to set out clear systems and procedures in the event of a child not being collected from the setting.

The designated practitioner for our Non Collection Policy is Stephanie Page or Melanie Hyde-Carr

- If due to unforeseeable circumstances, a parent/carer will be late collecting a child or needs another to collect them, the Pre-School must be notified as soon as possible.
- The parent/carer must notify the new designated person who will collect using the password needed for the safe collection of the child.
- When a child is not collected the designated practitioner will telephone numbers as given on the child's enrolment form.
- It is the parent's responsibility to inform staff of any changes to circumstances and contacts given on the enrolment form, as soon as they happen.
- A record will be made in the incident book, recording time date and signed by person who collects the child.
- Two adults will remain at the Pre-School until the child is collected or one member of staff will take the child over to Ickworth Park Primary School and stay with them.
- If a child is late being collected, then a fee of £5 for the first fifteen minutes will occur and a subsequent £10 for every 15 minutes thereafter.