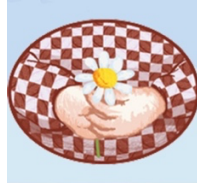


Stone Bay Montessori and Beach School



Procedure in the event of a child not being collected

If a child is not being collected by a designated person, parents must sign the 'collection book' stating who will be collecting their child.

However, in the event of a child **not** being collected, the following procedure will be followed:

1. At least two members of staff will remain with the child.
2. The 'collection book' and child's collection records will be checked to ascertain who was meant to collect the child.
3. The parent/guardian will be telephoned by one of the staff members.
4. If the parent/guardian is unavailable, either the other parent, or the emergency telephone contact number will be telephoned
5. Both members of staff will remain with the child until someone arrives to collect.
6. Every attempt will be made to contact parents/carers for collection, however in extreme circumstances where collection is not an option and the emergency contacts cannot collect the child, the headteacher will remain with the child until appropriate, alternative care arrangements have been made with Social Care, and/or the Police, in order to maintain the child's safety.
7. The School's Designated Safeguarding Lead will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Safeguarding and Child Protection Policy and Procedures.
8. The school have the right to charge a late collection fee which will cost £1 for every minute late when deemed appropriate.