



**Thorner's Church of England VA Primary School**  
**Fledglings Pre-School**  
**Non Collection of Children Policy**

Fledglings Pre-School will work closely with parents. Each Key Person will be provided time to work with parents so that they know and understand the children in their key group. In this way we aim to provide a service which meets parent's needs for childcare.

However, if a child is not collected at the expected time the following actions will be taken:

- The child's Key Person or another member of staff will inform either the Manager or Deputy.
- The child will continue to be cared for as usual and every effort will be made to ensure that the child is not upset by the situation.
- It is the Manager's duty (in her absence, that of other staff) to use all contact numbers to contact a member of the family. All records are kept in the locked cabinet in the store room and only accessed by staff of Fledglings Pre-School or Thorner's School.
- If, the parent/carer is more than an hour late and it has not been possible to contact another member or friend of the family it may be necessary to contact Children's Services and follow their advice.
- Children will not be allowed to go home with another parent unless signed prior permission has been given by the child's parent/carer.

Parents should always be aware of the procedure to be followed in this situation and note that, in the case of late collection without good reason, charges will be made.

In accordance with the Equality Duty we seek to ensure that all pupils achieve their best, according to their capabilities and regardless of their special needs, disability, gender, race, culture, social, economic, ethnic, religious background and denominational diversity.

Thorner's CE VA Primary School recognises that the welfare of the child is paramount and takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

Date adopted by Governing Body: November 2021

This policy will be reviewed and updated annually or as and when deemed necessary.