

Late or non collection Policy

In the unfortunate case of a child not being collected at the agreed time, and with no prior notice from the parents, or any contact from the parent's or carers, we will follow the procedure below:

- We will call the parent's or carers on all numbers available.
- If unable to contact parents/carers we will then begin to ring all the other emergency contacts listed for that child.
- In the event that we are still unable to contact anyone, we will then inform the Multi Agency Safeguarding Hub of the situation and follow any advice given.

As our premises is shared with the Scouts and Guides, they will require access and so there will be no option to remain inside the premises. We will contact the emergency contacts and on failing to reach anybody we will need to take emergency measures. Which will be contacting the MASH team.

There will be a late fee of £10 per every 5 minutes.

We are committed to ensuring that the policy is a living document which is reviewed and updated at least annually.