**Mill Lane Community School &**

**The Windmill Community Nursery**

***Together we can succeed***

 **Late Collection of Children Policy**

This policy applies to Mill Lane Community Primary School and the attached Windmill Community Nursery as well as the extended services provision provided by Mill Lane.

We take persistent lateness in collecting a child very seriously. We appreciate that occasionally delays are unavoidable; however, in extreme cases it might be considered as abandonment or neglect of the child. It is extremely important to contact the school office as soon as you suspect that you might be late picking up your child.

**Procedure for late collection of a child**

* In the first instance, an adult will stay with the child in the classroom and reassure them.
* After 10 minutes the child will be brought to the reception area and a member of staff will try to contact the child’s parent / carer or other designated adults on the contact sheet.
* The child will remain in the reception area where an adult will be able to keep an eye on them.
* If the child has not been collected after 20 minutes and there has been no contact with parents / carers, the child will be booked in to our after school club and parents may be charged for this session.
* In the event that the child has not been collected by 5.30pm, the police will be called and social services will be informed.
* The incident will be recorded in the School’s safeguarding file and the child’s file.

**Date policy was written:** February 2019

**Date policy will be reviewed:** February 2021