

## **Process for Late and Non- collection of Children**

### **Statement of intent**

In the event that a child is not collected by an authorised adult at the end of a session/day The Gower School (TGS) puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

### **Aim**

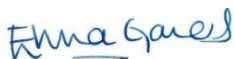
We have a duty to safeguard and promote children's welfare and will ensure that the child receives a high standard of care in order to cause as little distress as possible. TGS will ensure that all children are collected at the end of a session by a parent, carer or designated adult. If for some reason a child is not collected, the procedures below will be activated. We undertake to look after the child safely throughout the time that he or she remains under our care.

We take persistent lateness in collecting a child very seriously, in extreme cases it can be considered as abandonment or neglect of the child, although we understand that occasionally delays are unavoidable. Late collection is charged at £1 per minute outside of the child's allocated times. Parents are required to sign the relevant form in the late collections folder when they arrive late, explaining the reason for lateness and the actual time of collecting the child.

### **Role of the Practitioner:**

- The office will be informed of any child still on the premises at 6.10pm, unless previously booked in for late collection (applicable to nursery only).
- Whenever possible the child's key person or another familiar adult will remain with the child along with a member of the management team.
- Two members of staff must remain on the premises with the child at all times.
- Room staff will be asked to double check with the office, in their class diaries, Teams, or email if any messages were left regarding changes to the normal collection routine.
- If no message has been recorded and no subsequent message has been received from parents, attempts will be made to contact the parents. iSAMS holds information of children and parent details which office staff can access. In addition, there is a folder at the 18 North Road office with details of parents and emergency contacts phone numbers. At the front of this folder is each Senior Member of staff's personal phone number so they can be contacted if required, including Jacqui Chitoi (Head of Nursery), Katie Valentine (Senior Children's Manager), Lisa Smyth and Charlotte Bedford (Deputy Heads of Nursery), Mehtab Fazel (Lead Early Years Teacher) and all Head of Rooms. All staff on late collection are aware of the folder and the details enclosed in it.
- In addition to the landline, there is an office mobile phone which staff can use to contact parents/collectors.
- If this is unsuccessful, an attempt will be made to contact the alternative emergency contact for the child, which is found on the child's records in the main office.
- If by 7pm all attempts to contact a parent/legal guardian, designated person or emergency contact have failed then it will be discussed with the Designated Safeguarding Lead and contact made with Islington Emergency Duty Team on 020 7226 0992.
- The Duty Social Worker will take charge of the situation and decide what happens next, and whether the police need to be involved in helping to trace the child's parents/legal guardian.
- The Duty Social Worker will advise TGS on any emergency arrangements that are made for the child and TGS will assist with these arrangements as necessary.
- Under no circumstances should staff go to look for the parent or take the child home with them.

Signed:



Emma Gowers (Principal)

Date reviewed: June 2025

Date of next review: June 2026