

LATE COLLECTION AND NON-COLLECTION POLICY

At Fundamental Movement Academy (FMA), we expect all parents to agree to collect their child from the academy at the correct time. We give parents information about the procedures to follow if they expect to be late. These include:

- Calling the academy as soon as possible to advise of their situation.
- Asking a designated adult to collect their child wherever possible and informing the academy whom this person will be, giving their consent for us to release their child into the designated adults care.
- Informing the child that their parent has called and has asked the designated adult to collect them. This will help to reduce or eliminate any distress caused by this situation.
- If the designated person is not known to the staff, the parent must provide a detailed description of this person.

If a child has not been collected from the academy after a reasonable amount of time (e.g. 20 minutes after their designated time, to allow for lateness) we will initiate the following procedure:

- The manager will be informed that a child has not been collected.
- The manager will check if any call has been received from the parent. If no call has been received the manager will try to contact the parents on the telephone numbers provided for their mobile, home or work. If this fails, the manager will try the emergency contacts shown on the child's records.
- The manager/staff member in charge and one other member of staff must stay behind with the child (if outside normal operating hours). If the parents have still not collected the child after 30 minutes the manager will telephone all contact numbers available every 10 minutes until contact is made. These calls will be logged on a full incident record.
- In the event of no contact being made after one hour has lapsed, the person in charge will ring the local authority children's social services emergency duty team.
- The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child.
- The child's welfare and needs will be met at all times and to minimise distress staff will distract, comfort and reassure the child during the process.
- In order to provide this additional care a late fee of £15 every 15 minutes will be charged to parents. This will pay for any additional operational costs that caring for a child outside their normal hours may incur.

APPROVED JUNE 2020