

Failure of collect a child from school policy

Aim

Jollytots/Kids R Cool aims to ensure that all children who are registered to attend our nursery and after school clubs each day are collected at the appropriate times requested by the parent.

Procedure-

* Parents must inform us before 10.30am if they do not wish their child to be collected from school that day. This is so the daily registers, school runs and taxi can be amended accordingly and the relevant staff notified.
* Should a child who would normally be due to attend afterschool club fail to join the group at the designated area staff will ascertain through the school office that the child did not attend that day. Management will then contact the parents to confirm that no after school care if required that day
* If a child comes out of school saying that they are going home with a friend, a member of staff will ring the office. Management will then contact the child’s parent/carer to confirm this arrangement. If permission cannot be obtained the child will return to the setting as usual and the parent will be informed as soon as possible
* If a child was at school and has not still arrived at the waiting area, staff will phone the main nursery to inform them of the situation. Meanwhile a senior member of staff will liaise with the school and the child’s parents to ascertain any possible outcomes. Parents will be asked to make contact with any family or friend who may know the whereabouts of the child
* If after liaising with the school and parents, the child has still not been located, then the Missing Child Policy will come into place along with the school’s own policy.
* If Jollytots are at fault in not picking up the child, once we are aware all possible procedures will be put in place to collect the child immediately.

This policy was adopted on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Director

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Manager

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