

The Pier Head Preparatory Montessori School

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Late Collection & Non-Collection of Children

- All parents agree an approximate arrival time at the school and are informed of procedures on what to do if they expect to be late.
- In the instance of a child not being collected from the school after a reasonable amount of time 15 minutes has been allowed for lateness, the following procedure will be initiated by staff:
- Inform the Head teacher or Deputy Head if a child has not been collected

The senior members of staff will check for any information regarding changes to normal routines, parents work patterns or general information. If there is no information recorded, the parents/carers will be contacted on the numbers provided for their home or work. If this fails the emergency contacts will then be contacted as per the child's records - the staff member on duty in charge and one other member of staff must stay behind with the child (if it falls outside normal operating hours). During normal operating times, staff ratios must be met and planned for accordingly- if the parents/carers still have not collected the child, the senior member of staff will telephone all contact numbers available every 10 minutes until contact is made. These calls need to be logged on the full incident record- in the event of no contact being made after one hour has lapsed, the person in charge will ring the Social Services Emergency Duty Team 0845 6037 634 Tower Hamlets Duty child protection office 0207 364 3444 or after 5pm 02073644079 and Ofstead 0300 123 1231 to advise them of the situation - the 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. Please also read our Terms and Conditions document.

This is an ongoing policy and will be reviewed every year.