

Spratton Hall School – Early Years Foundation Stage

EYFS and Pre-Prep Failure to Collect Policy

Title: EYFS Failure to Collect Policy	Responsible: F J Sanchez
Date implemented: September 2012	Reviewed: Sept '21
	Next Review: September '22

Children in Reception, Year 1 and Year 2 may stay at school in our supervised 'Late Duty' until **5:20pm**, without prior notice.

- If not already collected by an authorised adult, the children will stay in their classrooms between 3.30pm and 4pm, or their parallel year group classroom, where they will be provided with fresh fruit and a drink of milk or water, before enjoying a story. An authorised adult may arrive to collect their child at any time.
- After 4pm, the children move through to one of the year group classrooms, where they have the opportunity to enjoy a range of play activities, under the supervision of Pre-Prep staff. A further snack is provided before the late duty provision finishes at 5.20pm.
- If no carer has arrived by 5.25pm the children will remain in the Pre-Prep building, but go into the care of the Head of Pre-Prep or, in their absence, a member of the Pre-Prep teaching staff in the first instance. The Head of Pre-Prep is always informed – fjs@sprattonhall.com.
- The child remains in the Pre-Prep Department with the supervising adult.
- Just before 5.30pm the adult supervising notifies the office that we have a child remaining in Pre-Prep and asks if any messages have been left.
- If no earlier notification of a delay has been received the supervising adult, or the school office, attempts to contact parents/carers.
- At 5.40pm, a member of the Pre-Prep staff accompanies the child to the main school entrance where a further member of SMT is alerted. The member of Pre-Prep staff should also stay if they feel the Pre-Prep child would feel happier in the presence of a more familiar adult.
- Continued attempts are made at contacting parents, carers or alternative adults on the parent's contact list stored on Engage, through home, mobile, work and emergency contact numbers.
- The Deputy Head is informed.
- The Head Master is informed.
- Continued attempts are made at contacting parents, carers or alternative adults on the parent's contact list stored on Engage, through home, mobile, work and emergency contact numbers.
- If absolutely no adult can be contacted from our list of contacts and considerable time has passed (1 hour) since the end of Late Duty, we would fulfil our statutory duty to inform the Mash Team of a 'non-collection of a child'.

- By telephone contact to the Multi-Agency Safeguarding Hub (MASH): **0300 126 1000 (Option 1, then Option 3)**;
- In an emergency outside office hours, by contacting the Emergency Duty Team on: 01604 626 938 or the Police on: 999.