



# **LITTLE ELLIES**

## **Late Collection Policy**

<b>Policy Creation &amp; Review</b>	
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<b>Creation Date</b>	August 2013
<b>Last review date</b>	August 2022
<b>Next Review Date</b>	August 2023

## **Little Ellies**

### **Late Collection of Child**

#### **Policy statement**

The setting operates set opening hours as registered with Ofsted and is appropriately staffed for those hours in accordance to adult to child ratios. All children are expected to be collected on time by the authorised parent / carer.

#### **Procedures**

If children are still in the setting waiting to be collected past 6pm the following protocol must be followed:

- 2 members of staff must stay with the children (or more in the event that ratio requires it). This should be a senior member of staff and another member of staff as nominated by the senior member of staff. Agency staff should not be required to stay; there must be 2 permanent members of staff in the room. If it is highly unlikely that this is not possible (i.e. there are not 2 members of permanent staff working at 6pm) then agency staff would be required to stay and the management team must be contacted and informed.
- It is the room leader's responsibility to ensure that this is fair and that it is not always the same members of staff staying behind.
- In the absence of a senior member of staff, staff members should decide between them who is going to stay. If there are any problems with this staff should contact the management team.
- Children should be looked after as normal and given something to do during this time; they should not just be waiting with their coats on.
- Children should not be removed from the room and located anywhere else in the building.
- Should staff require any support, contact management. The site manager / cleaner will also be available as he / she will have to lock up once everyone has left.
- After 6:10pm a member of staff should attempt to contact the person collecting any remaining children to find out how long they will be. If it is going to be past 6:15pm the management team should be contacted to make them aware of the situation.
- Any time worked after 6:00pm staff are entitled to take back in lieu. Please ensure that you let the management team know the next day so this can be added to your time in lieu.
- Ensure that a late slip is completed fully and signed by the collecting adult.