



Early Childhood Failure to Collect a Child Policy

Policy Owner:	Head of Early Childhood
Formally Endorsed By:	Council of Trustees
Endorsement Date:	September 2025
Next Review Date:	September 2026

POLICY STATEMENT

Early Childhood at Michael Hall includes children in Saplings as well as in the Kindergartens.

Early Childhood has an obligation to take care of any uncollected child at the end of a morning or afternoon session until the child is collected.

A child will not be released to an unauthorized person, even if the parent/carer is late, unless the parent or guardian has authorized another person to do so. This may be done by filling in the permission slip handed to a keyworker at morning drop off, telephoning Early Childhood Lead or by telephoning the main school reception office, to state that because of an emergency a different person will be collecting. In a case where the teacher has never met the person collecting a child, a pre-registered password will be required.

If a child is not collected within 15 minutes of the morning session, they would be cared for by the afternoon club while the following steps would take place.

- EYDSL/ Early Childhood Lead will be notified and endeavor to contact the parents or guardians.
- If the parents or guardians cannot be reached, they would contact emergency contacts would be notified.

If, after 1 hour from the end of the session the EYDSL/ Early Childhood Lead were unable to reach either the child's parents or emergency contacts they would contact Social Services.

If there is a failure to collect from Early Childhood Afternoon Provision, the DSL/ Early Childhood Lead will be notified to contact the parents/carers.

If the child cannot be looked after by the Afternoon Provision teacher, a familiar Early Childhood teacher, or the Early Childhood Lead the child will be looked after by the school receptionist.

If, after 1 hour from the end of the session the DSL/ Early Childhood Lead were unable to reach either the child's parents or emergency contacts they would contact Social Services.

If a child is not collected at Friday lunchtime when Afternoon Club doesn't take place. Then the child's Early Childhood practitioner will look after the child whilst efforts are made to contact the parent/carer. If, after 1 hour from the end of the session the EYDSL/ Early Childhood Lead were unable to reach either the child's parents or emergency contacts they would contact Social Services.

References:

Child Protection & Safeguarding Policy

Safeguarding; we are all responsible