

Petworth Primary Nursery

Late Collection of Children Policy



Reviewed:	October 2026
Next Review:	October 2028
Person Responsible:	John Galvin

Inspire, nurture and challenge with JOY at the heart in all we do.

If a child is not collected at their normal time, the staff will:

- Inform the Manager or person in charge if a child has not been collected.
- The Manager or person in charge and one other member of staff, from the room they attend in, must stay behind with the child if the setting is closed.
- If, after 10 minutes have passed since the end of the child's session, the parent/carer still has not collected the child, the practitioner will telephone the contact numbers available. If parent/carer cannot be reached then the emergency contacts will be called
- The Manager or person in charge should be made aware of the late collection, and at their discretion a fee may be charged.
- If, after 30 minutes, no contact has been made with any of the emergency contacts, after numerous tries, the practitioner will inform the Manager or senior person in charge, and Social Services Emergency Duty Team will be advised of the situation, as will the police if management deem it necessary.

Telephone number: 0330 222 6664 / 07711 769657

Out of Hours Service

- Two members of staff will remain in the building until suitable arrangements have been made for the collection of the child.
- If there are continuous late collections fees will be charged and a meeting may be held with the parents about the child's hours at Petworth Primary Nursery.

A charge is applicable for the late collection of a child as this covers the cost of the staff supervising them.

Area	Nursery Provision
Policy or Procedural Guidelines Title	Late Collection / Uncollected Children
New or Existing Policy/Service?	Existing – changed to Petworth Primary Nursery
Name of Reviewer	John Galvin
Date	October 2026