



Gidea Park

PREPARATORY SCHOOL AND NURSERY

Late and Non-Collection Procedure (Nursery)

June 2026

At Gidea Park Preparatory School and Nursery, we expect all parents to agree an approximate time to collect their child from the nursery. We give parents information about the procedures to follow if they expect to be late. These include:

- Agreeing a safety password with the nursery in advance to be used by anyone collecting a child who is not the parent (designated adult).
- Calling the nursery as soon as possible to advise of their situation
- Asking a designated adult to collect their child wherever possible
- Informing the nursery of this person's identity, so the nursery can talk to the child if appropriate. This will help to reduce or eliminate any distress caused by this situation
- If the designated person is not known to the nursery staff, the parent must provide a photo of the person collecting. This designated person must know the individual child's safety password in order for the nursery to release the child into their care. This is the responsibility of the parent. The child will be dismissed by the Nursery Manager or other SLT staff.

If a child has not been collected from the nursery after a reasonable amount of time (15 minutes) has been allowed for lateness, we initiate the following procedure:

- The nursery manager will be informed that a child has not been collected
- The nursery manager will check for any information regarding changes to normal routines, parents' work patterns or general information. If there is no information recorded, the nursery manager will try to contact the parents on the telephone numbers provided for their mobile, home or work. If this fails, the nursery manager will try the emergency contacts shown on the child's records.
- The staff member in charge and one other member of staff must stay behind with the child (if outside normal operating hours). During normal operating times, the nursery will plan to meet required staff ratios if the parents have still not collected the child, the nursery manager/staff member in charge will telephone all contact numbers available every 10 minutes until contact is made. These calls will be logged on a full incident record.
- In the event of no contact being made after one hour has lapsed, the person in charge will ring the local authority children's service emergency duty team
- The two 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 and to minimise distress staff will distract, comfort and reassure the child during the process
- A late fee of *£5.00 per 1 minute or part thereof* will be charged to parents. This will pay for any additional operational costs that caring for a child outside their normal nursery hours may incur.

Contact numbers:

Name	Contact No
Krissi Ganesathas – Nursery Manager	07908626874
Callum Douglas - Headmaster	07580441296
Havering social services and safeguarding team	01708 433222