

The British School of Amsterdam
Late Collection Procedure at the Nursery/Infant School

Statement of Intent

We aim to ensure that all children are collected on time at the end of the day/session. We understand that this is not always practicable and therefore have this procedure in place to safeguard the Nursery/Infant staff and children in our care.

We request that parents collect their children promptly at the end of the session/day to prevent unnecessary distress to their child. (see Parent Handbook)

Parents are requested to contact the School as soon as possible if they are aware that they are going to be delayed. They are also requested to make alternative arrangements with family or friends so that the child can be collected on time.

If an alternative arrangement is made to collect the child, the parent must provide details to the class teacher or telephone the School.

Procedure

In the event of a delay

1. If a parent contacts the School to inform them of a delay, details of the phone call will be recorded in the late collection book and the receptionist will inform the class teacher.
2. If an alternative arrangement has been made for collection, details of the person collecting the child will be recorded in the late collection book and details of the person collecting the child will be passed on to the class teacher.
3. A member of staff will remain with the child at all times.
4. At no point will the member of staff or child leave the premises.
5. Staff will reassure the child and continue to provide activities for them if necessary.

In the event that the School is not contacted to inform of a delay.

1. A member of staff will wait with the child at all times.
2. The receptionist or member of staff will telephone the parent who usually collects the child.
3. If no contact can be made, staff will wait a further **ten** minutes and try again.
4. If there is still no contact possible, the emergency contact numbers will be tried.

If after all reasonable attempts to contact the parents have failed and we find staff no longer able to care for the child, the Head or Deputy Head will be informed. The Head or Deputy Head will then remain with the child as long as is necessary.

If the child is in the Jubilee building, the class teacher will follow all the steps above. If the child has not been collected by 4pm the class teacher/nursery nurse will notify a member of the SMT. When the class teacher/nursery nurse is no longer able to wait with the child, she will bring the child to the main school building where the Head of Nursery or Head/ Deputy Head will remain with the child as long as necessary.