

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.



Version No.	Date	Change/ reviewed by	Comments
V 3.0	May 2024	Jade Watkins	Change to hourly fee
V 4.0	May 2025	Jade Watkins	Change to hourly rate

1.4a Late Collection of Child Fee

Policy statement

This policy is for the protection of children who have been left at the Nursery over the agreed collection time or once the nursery has closed.

The nursery has a duty of care to the children and parents to ensure that the collection of very young children is made at the agreed time or within normal nursery opening hours. Late collection causes additional overhead and cost for the nursery and potentially unnecessary distress to a child.

Children remaining in our care after the agreed collection time or after normal opening hours must be supervised by a minimum of two members of staff, one of whom must be senior.

We appreciate that sometimes there may be circumstances beyond parent/carer control affecting the prompt collection of your child. If you know you are going to be late collecting the child in our care please call at the earliest opportunity and discuss alternative arrangements with the manager/deputy manager. Please note that a late stay fee will still be chargeable, unless agreed otherwise, for example in exceptional circumstances.

Procedures

All parents/carers will be given a 05-minute grace period on a late collection of their child. If your child has still not been collected 05 minutes after the session has ended, then a £7.50 charge will be added for every 05 minutes after 3:05pm until 3.30pm, where the charge will change to £15.00 every 05 minutes and policy 1.4 uncollected child will be followed.

If you are late collecting your child, they will be cared for where possible, by their key person and a senior member of staff.

This policy was adopted by

ST PAUL'S WALDEN NURSERY

On

May 2025 (date)

Date to be reviewed

May 2026 (date)

Signed on behalf of the provider

Name of signatory

Role of signatory
