

Accessible Education Provision for Neurodivergent Children  
through graduated interventions and academic support.



*An organisation that aims to improve every child's life  
by being closer to nature,  
providing equality in learning  
and promoting well-being*

# COLLECTING CHILDREN POLICY FOR RAW LEARNING

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### 1. Introduction

At Raw Learning, the safety of our pupils is our paramount concern. The safe collection of children from our provision is part of our safeguarding duties and this policy has been written with reference to our Safeguarding Policy.

### 2. Aims and Objectives

The aim of this policy is to make parents/carers aware of Raw Learning's procedures that are in place for the collection of children from our setting.

### 3. Procedures

Parents/carers **must** provide Raw Learning with two emergency contacts. In the event that a child is left uncollected at our premises, we will attempt to contact the parents/carers in the first instance, and then try the emergency contact numbers if we receive no response.

If you are unable to collect your child due to sudden unforeseen circumstances, and you require your child to be collected by another adult (who is not registered with us to collect your child), you need to contact us by phone as soon as possible to let us know who will be collecting your child instead. This person will also require a password in order to collect your child. This password should also be given to the facilitator you speak to on the phone. Please note, your child will **not** be handed over to any person who does not give the password.

### 4. Charges

In the event that a child is not collected on time, a grace period of 15 minutes is allowed for a late pickup due to unforeseen circumstances.

A late collection fee **will** be charged after this time to cover the cost of facilitators supervision to ensure that the child is looked after safely. This will be at the rate of £10 per every 15 minutes after the grace period. This would result in the following charges being applied:

- Up to and including 15 minutes - £10
- 16 minutes up to and including 30 minutes - £20
- 31 minutes up to and including 45 minutes - £30
- 46 minutes up to and including 60 minutes - £40

Any additional time will be charged at the same rates. Charges will be invoiced and payable within 5 days.

This policy was adopted by	Raw Learning
On	17 <sup>th</sup> August 2022
Date to be reviewed	16 <sup>th</sup> August 2023
Signed on behalf of the provider	<i>Rachel King</i>
Name of signatory	Rachel King
Role of signatory	Director