

Non Collection of Children Policy

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/ carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

PROCEDURE

Parents of children starting Pre-School are asked for specific information which is recorded on our registration form. This includes

- i) Home address and telephone number. If the parents do not have a telephone, an alternative number must be given
- ii) Place of work, address and telephone number (where applicable)
- iii) Mobile telephone number (if applicable)
- iv) Names, addresses and telephone numbers of adults who are authorised by the parents to collect their child from Pre-School, for example a childminder or grandparent
- v) Information about any person who does not have legal access to the child

On occasions when parents or the persons normally authorised to collect are unable to collect the child, the name and telephone number of the nominated adult must be given by the parent.

If a parent is unable to collect a child as planned, they must inform Pre-School so that back-up procedures can be put in place. We provide parents with our contact telephone numbers. We also inform parents that in the event that their child is not collected from Pre-School by an authorised adult and the staff can no longer supervise the child on our premises, we apply our child protection procedures as set out in our child protection policy.

If a child is not collected at the end of a session we follow these procedures

- i) Parents/ carers are contacted at home, work and mobile.
- ii) If this is unsuccessful, the adults who are authorised by the parents to collect their child and whose telephone numbers are recorded on the registration form are contacted.
- iii) All reasonable attempts are made to contact the parents or carers listed on the registration form.
- iv) The child stays at Pre-School in the care of two fully vetted workers until the child is safely collected.
- v) The child does not leave the premises with anyone other than those named on the registration form or in the collection book.
- vi) If no-one collects the child after an hour we will contact MASH (Multi Agency Safeguarding Hub 01803 208100. Out of hours telephone number 0300 4564876, who will act in a coordinating role and we will follow their advice.
- vii) A full written report of the incident is recorded.

Depending on circumstances, we reserve the right to charge parents for the additional hours worked by the staff.

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