



NON-COLLECTION OF CHILDREN POLICY

Statement of intent

In the event that a child is not collected by an authorised adult at the end of the session, the setting puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

Aim

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 will 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.

Methods

- Parents of children starting at the setting are asked to provide specific information which is recorded on our Registration Form including:
 - home address and telephone number – if the parents do not have a telephone, an alternative number must be given, i.e. a close relative.
 - mobile telephone number (if applicable)
 - name, address, telephone number of an adult who is authorised by the parents to be contacted during sessions times if they are unavailable, for example a childminder or grandparent.
 - Name(s) of persons authorised to collect child from pre-school.
- Parents are made aware of the time that their child must be picked up after a morning or afternoon session.
- On occasions when parents are aware that they will not be able to collect their child, they advise the setting of the name of the person who will be collecting their child and agree how to verify the identity of that person is not known to the pre-school staff.

- We provide parents with our contact number and encourage them to inform us if they are will be late in collecting their child.
- However if the child is not collected at the end of the session the pre-school will take the following action:
 - The Pre-School Leader will telephone the contact numbers for parents as specified on the Registration form.
 - If this is unsuccessful, the Pre-School leader will attempt to contact the adults who are authorised by parents to collect their child from the setting.
 - All reasonable attempts are made to contact the parents or nominated carers.
 - The child does not leave the premises with anyone other than those named on the Registration form or as advised previously by parents.
 - If no-one collects the child after one hour and there is no one who can be contacted to collect the child, we will apply the procedures for uncollected children by contacting Social Care on:

Enquiries	0300 1234 101
Multi -Agency Referral Unit	0300 1231 116
Out of Hours No.	01208 251 300
 - The child stays at the setting in the care of two fully vetted workers until the child is safely collected by either the parent or by a social worker.
 - Under no circumstances will staff take the child home with them.
 - A full written report of the incident is recorded in the child's file.
 - Unless previously arranged, for every 15 minutes late of any parent or carer upon pickup of a child, the Preschool will charge for 1 hour of a session.
 - Ofsted may be informed.
 - Our local Pre-School Learning Alliance Office/Pre-School Development Worker may be informed.

This policy was adopted at a meeting of Threemilestone Preschool CIO

Held on 2nd May 2018

Signed for and behalf of the pre-school

Trustee (Sarah Wallis)
Threemilestone Preschool CIO

