

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 a 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 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 on our registration form including:

Home address, telephone numbers (home, work, mobile)

Names and telephone numbers of adults authorised by the parents to collect their children.

Information about any person who does not have legal access to the child; and
Who has parental responsibility for the child.

On occasions when parents are aware that they will not be at home or in their usual place of work, they record with staff how they can be contacted.

On occasions when parents or persons normally authorised to collect the child are not able to do this, they record with staff the name, address and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child.

Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up procedures. We provide parents with our contact telephone number. We also inform parents that – in the event that their children are not collected from the setting by an authorised adult and the staff can no longer supervise the child on our premises – we apply our safeguarding children procedures as set out in our safeguarding children policy.

If a child is not collected at the end of a session, we take the following steps:

- The staff check for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their children are contacted.
- All reasonable steps 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 recorded with staff.
- If no-one collects the child after 30 minutes and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.

- We contact our local authority Social Services department.
- The child stays at the setting in the care of two fully vetted workers until the child is safely collected, either by the parents, an authorised person, or by a duty social worker.
- Social Services will aim to find the parent or relative, if they are unable to do so, the child will be admitted into the care of the local authority.
- Under no circumstances are staff to go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded in the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff at a rate of £16 per hour or part of an hour.

Staff will ask parents to check and amend the contact numbers regularly to ensure that contact numbers are kept up-to-date.

If a child is repeatedly late at being collected, then a fine is charged to the parent, and a reminder letter given. If lateness continues to happen, the child's place at Pre-School may be jeopardised.

Signed on behalf of Springfields Pre-School.