



Isleham Preschool

3a Malting Lane Isleham Ely Cambs CB7 5RZ

2018 Version

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 the following agreed procedures which allows for the child to receive safe care and attention from at least two members of trained, experienced and qualified staff.

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 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, perhaps a neighbour or close relative;
 - place of work, address and telephone number (if applicable);
 - mobile telephone number.
 - names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent;
 - 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 how they can be contacted in our Collection Book.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name, address and telephone number of the person who will be collecting their child in our Collection Book. We agree with parents how to verify the identity of the person who is to collect their child.
- It is the responsibility of the parent/s/carer/s to contact the setting with regard to late collection, Nevertheless, the staff within the setting will endeavour to make contact with all the relevant people stated on the Registration form.



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The Procedure

If a child is not collected at the end of the session, we follow the following procedures:

- The Collection Book is checked for any information about changes to the normal collection routines.
If no information is available, parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting - and whose telephone numbers are recorded on the Registration Form - are contacted.
- 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 and in the Collection Book.
- If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
- We contact the Multi Agency Safeguarding Hub 0345 045 1362.
- The child stays at setting in the care of two fully qualified, trained and experienced workers with the relevant enhanced Data and Barring Checks until the child is safely collected either by the parents or by a 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.
- Ofsted may be informed telephone number **0300 123 1231**

This policy was reviewed at a Committee Meeting on

Signature of Chairperson/s.....date.....