

# 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/day, the Supervisor 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 Preschool 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 (if applicable);
- names, addresses, telephone numbers of adults who are authorised to collect their child from Preschool.
- 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 or the persons normally authorised to collect the child is not able to collect the child, they record the name and sign the entry to say who will be collecting their child in our Collection Diary. 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 Preschool 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 the session/day, we follow the following procedures:

- The Collection Diary is checked for any information about changes to the normal collection routines.
- If no information is available, the Preschool staff attempts to contact the parents/carers by telephone.
- 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 or in the Collection Diary.
- Two members of staff remain with the child at all times.

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 following procedures:

- Kent Social Services are contacted on 01892 – 515045
- The child remains in the care of the Preschool staff, until responsibility is taken by the Social Services team.
- A full written report is put in the child's file.
- The Preschool reserves the right to charge parents for the additional hours worked by the Preschool staff.

November 2005

Adopted 27.2.06

Jim Stewart