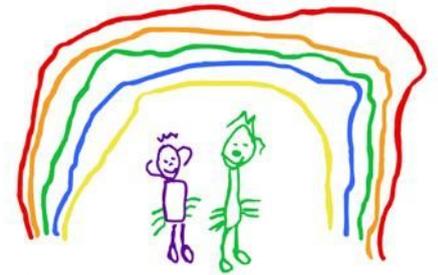


Non-collection of children policy

Statement of Intent

In the event that a child is not collected by an authorised adult at the end of a preschool session, the preschool 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.



Magdalen Gates
Preschool

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.

Procedures

- Parents of children starting at the pre-school are asked to provide specific information which is recorded on our registration form, including:
 - *home address & telephone number
 - *if the parents do not have a telephone no., an alternative is given eg. a neighbour's
 - *place of work, address & telephone number (if applicable)
 - *names, addresses, telephone numbers & signatures of adults who are authorised by the parents to collect their child from pre-school eg. Childminder, grandparents.
 - *information about any person who does NOT have legal access to the child.
- Our password system is in place to ensure only authorised persons collect 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 the Collection Book. We agree with parents how the identification of the person who is to collect their child will be verified.
- 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 backup procedures. We provide parents with our contact telephone number. We also inform parents that, in the event that their children are 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/day, 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 preschool, whose telephone numbers are on the registration form, are contacted;
- all reasonable attempts are made to contact the parents/carers, for example a neighbour is contacted or another member of staff visits the child's home;
- the child stays at preschool in the care of two fully vetted workers until the child is safely collected;
- 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 and the premises are closing, or staff are no longer available to care for the child, we apply the procedures set out in our Safeguarding Children Policy. We contact the Police and the local authority Children's Services Department (0344 800 8020) and inform OFSTED (0300 123 1231). A full written report of the incident is recorded; and
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

Procedure for Late Collection of Children

- We have to have a very strict policy on prompt collection of children at the end of a session, due to staff having a have lunch and the end of the day because staff have to leave the premises promptly, and no later than 3.45pm.
- If a parent or carer is going to be unavoidably late to collect their child they must contact preschool with a valid reason for this.
- If this happens more than twice **without a valid reason**, the parent / carer will, at the discretion of the Manager and Management Committee, be charged a late collection fine of £20 per 15 minutes.
- Further action could be taken if the problem persists.
- To monitor the situation, staff will record the arrival and collection times of children as they arrive and are collected from preschool each session.

Policy Updated September 2017