



Policy Statement

In the event that a child is not collected, by an authorised adult at the end of a session/day, the setting puts into practice agreed procedures. These ensure that the child is cared for safely, by an experienced and qualified practitioner who is known to the child. 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 must complete a registration form when their child starts at pre-school this will include details of the child's home address and all necessary contact phone numbers (including mobiles), it will document the names and numbers of an emergency contact who the parent has specifically authorised to collect their child from pre-school and it also contains information about any person who does not have legal access to the child.
- ❖ No child will be permitted to leave the pre-school until they are collected by their stated parent/carer or another authorised adult.
- ❖ In the event that a person other than those listed on the registration form is to collect a child on a specific day, parents are required to inform the supervisor in writing or via text (name and contact details) as authorisation. If this person is previously unknown to us then they will need to be informed of your child's security password so they can repeat it to us at collection time.
- ❖ If a child is not collected at the end of the session we will make every effort to contact the child's parents or carers, via the information completed on the registration form. A record will be kept in the daily diary of all calls made, detailing the number tried, the time of the call and the outcome.
- ❖ All reasonable attempts will be made to contact the parents or nominated carers.
- ❖ In all circumstances the child will remain at pre-school in the care of two fully-vetted workers until the child is safely collected.
- ❖ It is important that your children are collected promptly at the end of a session to avoid any unnecessary distress. If a child is not regularly collected at normal closing times (11.45am or 2.50pm) parents may be charged £5 for every 5 minutes after that time to cover additional time worked by our staff. (Regularly is more than once a week especially if the parent is after 3pm)
- ❖ All late collections will be recorded in the register/dairy.

BURHAM PRESCHOOL – LATE OR NON COLLECTION OF CHILD POLICY

In the unlikely event of no contact being made with any of the registration form listed people, and we are no longer able to care for the child on the premises we will contact our local early help team on 03000 419222/social services (telephone number 03000 411111) and inform OFSTED (telephone number 0300 123 4666).

- The designated person should arrange for the collection of the child by social care.
- Where appropriate the designated person should also notify police.

Members of staff do not:

- go off the premises to look for the parents
- leave the premises to take the child home or to a carer
- offer to take the child home with them to care for them in their own home until contact with the parent is made

A full written report of any non-collection will be made and kept with the child's registration documentation.

This policy was adopted by: Burham Pre-school

On _____

Date to be reviewed _____

Signed: _____ (supervisor)

(chairperson committee)