



HASELBURY  
PLUCKNETT  
PRE-SCHOOL

## The Non-Collection of Child Policy

### Statement of Intent

In the event that a child is not collected by an authorised adult at the end of a Pre-School session/day, Haselbury Plucknett Pre-School puts into practice agreed procedures. These procedures ensure that the child is cared for safely by experienced and qualified practitioners who are 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.

### 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 will inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their child will be properly cared for.

### Procedures

- 1) Parents of children starting at the Pre-School are asked to provide specific information which is recorded on our enrolment and consent form, including:
  - Home address and telephone number – (If the parents do not have a telephone, an alternative number must be given, perhaps a neighbour's )
  - Place of work, address and telephone number (if applicable)
  - Mobile telephone number (if applicable)
  - Names, addresses and telephone numbers of adults who are authorised to collect their child from Pre-School, for example a child minder or grandparent
  - Who has legal responsibility for the child?
  - Information about anyone who does not have legal access to the child.
- 2) 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 day book.
- 3) On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name of the person who will be collecting their child in our daily signing sheet. We agree with parents how the identification of the person who is to collect their child will be verified; this is usually with the use of a password.
- 4) 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 Pre-School by an authorized adult and the staff can no longer supervise the child in our premises, we contact the local safe guarding board and ask for their advice, then follow any instructions while continuing to contact the parents until successful.
- 5) If a child is not collected at the end of the session/day, we follow the following procedures:

- The day book and daily signing sheet 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 Pre-School, and whose telephone numbers are recorded on the enrolment & consent form are contacted
- All reasonable attempts are made to contact the parents/carers.
- The child stays at Pre-School 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 enrolment and consent form and in the day book/daily signing sheet.
  - If no-one collects the child and the premises are closing or staff are no longer available to care for the child, we contact our local Children's Social Care Office, and follow their advice.

**Telephone Number: 01935 422111**

**(Out of hours/ emergency number: 01458 253241)**

- And inform Ofsted

**Telephone Number: 0300 123 1231**

- A full written report of the incident is recorded.

The child stays at the setting in the care of two fully vetted workers until the child is safely collected either by the parents or by The Social Care Team.

The Social Care Team will aim to find the parent or relative.

If they are unable to do so, the child will be looked after by the Local Authority.

Under no circumstances should staff 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.

If a parent is repeatedly late in collecting their child and a payment warning has been issued, then depending on the circumstances, we reserve the right to charge parents for the additional hours or part hours worked by our staff.

***Links to other policies:***

- Safeguarding Policy
- Enrolment & Consent Forms

**This policy was adopted at a meeting of the School Governors**

**Held on:**

**Signed on behalf of the Governors:**

This policy is reviewed annually. The next review is November 2018 or as and when information needs to be added or amended.