



NON COLLECTION OF CHILD POLICY

The pre-school has an obligation to stay with any uncollected child at the end of the session/day, until that child is collected.

The pre-school must not release the child to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that a different person will be collecting. The authorised person should give the name and address, a physical description of the unauthorised person, a password, plus the date of birth of the child to be collected and the member of staff in charge should check this information / description before permitting the child to leave.

We insist on a reliable contact at all times wherever possible whether parents are on or off site.

A record will be kept of all children who are not collected by the due time. This will note the date, the time the child was collected, who collected the child, and the reason given.

We operate a late pick-up charge scheme. There will be an additional £10.00 charge when a child is not collected by 15.05hrs.

If any child is not collected within a reasonable time Children's Social Care have to be contacted in order to protect the child.