

### **Non-Collection of a Child Policy**

In the event of a child not collected by an authorised adult at the end of a session/day, the setting puts into practice agreed procedures. These ensure the child is cared for safely, by experienced and qualified practitioners, who know the child and 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.

#### **Method**

**Parents of children starting at Butterflies Montessori Nursery are asked to provide specific information which is recorded on our Application Form, including:**

- home address, home telephone number and mobile number(of both parents if applicable)- if the parents do not have a telephone, an alternative number **must** be given, perhaps a neighbour or close relative.
- work telephone number (if applicable)
- names, addresses, telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent (preferably a total of three contact numbers)  
**Please ensure all authorised people have your chosen Password to collect your child.**
- information about any person who does not have legal access to the child who has parental responsibility for 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 Daily Diary.
- 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 and give this information to a member of staff by completing a 'Child collection form' who will place this in the daily diary and write this on the Daily info board. We agree with parents how to verify the identity of the person who is to collect their child along with the person knowing the password.
- 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 setting 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 Safeguarding Children Policy.

**If a child is not collected at the end of the session/day, we follow these procedures:**

- The Daily diary is checked for any information about changes to the normal collection routines.
- Reasonable attempts of authorised adults named on the child's Admissions form are contacted.  
The child does not leave the premises with anyone other than those named on the Admissions Form and in the Daily Diary.

- 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 procedures for uncollected children.

**Procedure for staff should a child not be collected:-**

- The child stays at the setting in the care of two fully-vetted practitioners until the child is safely collected either by the parents or by a social worker;
- If no one can be contacted to collect the child and the premises are closing or staff are no longer available to care for the child,
- **After 1 Hour staff call:**

**The Local Authority designated Officer (LADO) during working hours 01872 326536**

**Or Social Care Outside of office hours - 01208 251300 – ask for Children’s Access Team for West**

- We shall inform **Ofsted. Telephone Number: 0300 123 1231**. A full written report of the incident is recorded. This will be written up as soon as possible after the incident and a copy given to Ofsted with an action plan.
- Social services will aim to find the parent or relative if they are unable to do so, the child will be admitted into the care of the local authority.
- Under no circumstances are staff to 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.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

**The following procedures and documentation in relation to this policy are:**

*Nursery Policies*

- Health & Safety
- Safeguarding Children

*Guidance*

Working Together to Safeguard Children (July 2018)

Statutory Framework for the Early Years (September 2021)

Section 3: The Safeguarding and Welfare Requirements

- Child Protection
- Suitable People

This policy was reviewed: April 2023

(Policies dated and signed by Manager in nursery 'Policy and Procedure File')

