# Version: 1

# Non-Collection of Children Policy

Introduction

It is essential that Reepham Pre-School ensures all children leave at the end of the session with a safe adult. We appreciate that for many families, arrangements need to be flexible and it may be that a few people care for the child after Pre-School. Sometimes there will be ‘one off’ arrangements or an emergency. For this reason we have set out clear procedures which all staff and parents/carers must adhere to.

These procedures ensure a child is cared for safely by an experienced and qualified practitioner who is known to the child which we feel is highly important in order to limit the anxiety of the child. As our values state “we will strive to create a sanctuary where children feel safe and secure” at all times. 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.

Aims

* To set out the procedures for the event of a child not being collected at the end of a session.
* To highlight parents responsibilities if not able to collect their child at the end of a session.

Procedures

**General Collection Procedures**

* Parents of children starting at our pre-school are asked to provide specific information which is recorded on our Registration Form, including:
* Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a family member;
* Place of work, address and telephone number (if applicable);
* Mobile telephone number (if applicable);
* Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from pre-school, for example a childminder or grandparent; and
* Information about any person who does not have legal access to the child.
* Children are to be collected at the end of the session from their child’s key worker.
* Children are not to be released from Pre-School if the Manager feels that the parent is not in a fit state to ensure their child’s safety.
* Members of staff should never take a child home themselves.
* 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 on their Child Collection Form.

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**Parental Responsibility**

Reepham Pre-School acknowledges that those with Parental Responsibility have a legal right to collect their children, which will be respected by our Pre-School. In the event of any dispute it is the responsibility of the parents to notify the pre-school of the arrangements that have been made. The Pre-School will of course comply with any court orders that may be in place

**Non-Parent Collection Procedures**.

* 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 on their Child Collection Form. We agree with parents how the identification of the person who is to collect their child will be verified.

**Non Collection Procedures.**

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 authorised adult and the staff can no longer supervise the child in 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 the session/day, we follow the following procedures:

* The Child Collection Form 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 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 pre-school in the care of two members of staff (who both have Disclosure and Barring Service checks) until the child is safely collected;
* The child does not leave the premises with anyone other than those named on the Registration Form and on the Child Collection Form;
* 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.
* 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.

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Advice and Concerns Regarding Safeguarding Children Will be Directed to:

Lincolnshire Safeguarding Children Partnership (LSCP) Customer Service Centre: 01522782111 Lincolnshire Police: 01522 882222

Ofsted: 03001231231.

Relevant Other Policies

* Safeguarding Children

This policy has been adopted by Reepham Pre-School.

Signed on behalf of Reepham Pre-School:

............................................................................ Committee

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Date: ........................................................

Review Date: ...........................................

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