



NON-COLLECTION OF CHILDREN POLICY

Statement of intent

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

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 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.

Methods

- Parents/carers of children starting at the setting are asked to provide specific information which is recorded on our Registration Form, including:
 - name of the person who has parental responsibility for the child;
 - home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative;
 - place of work, telephone number of work place (if applicable);
 - mobile phone 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 child minder or grandparent;
 - information about any person who does not have legal access to the child; and

- On occasions when parents are aware that they will not be at home or in their usual place of work, they must inform staff of how they can be contacted.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they must inform staff of the name of the person collecting the child.
- 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 the setting by an authorised adult and the staff can no longer supervise the child on our premises we apply our Safeguarding Children procedures as set out in our Safeguarding Children Policy.
- If a child is not collected at the end of the session, we follow the following procedures;
 - The collection 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 work.
 - If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting and whose telephone numbers are recorded on the Alternative Collectors form will be contacted.
 - All reasonable attempts are made to contact the parents or nominated carers.
 - The child will not leave the premises with anyone other than those named on the Alternative Collectors form or in the Collection sheet.
 - 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.
 - We contact Surrey Social Services via the contact centre (telephone number 0300 200 1006). The contact centre will inform either the police or Social Services or advise the setting to do so.

- 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 a social worker.
- Social Services or the police 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 go 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.
- Ofsted may be informed (telephone number 0300 123 1231)

This policy was reviewed and agreed at a meeting of the St Peter's Nursery School Management Committee held on **24th October 2012**.

A rectangular box containing a handwritten signature in cursive script, which appears to read 'C. Wilson'.

Signed on behalf of the Management Committee by Catherine Wilson, Chair of the Management Committee