

NON-COLLECTION OF CHILDREN

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, Pre-school puts into practice agreed procedures. .

Procedures

1. Parents of children starting at the Pre-school are asked to provide specific information which is recorded on our Registration Form, including:
 - home address, mobile and home telephone number
 - place of work contact number (if applicable);
 - names and telephone numbers of adults who are authorised by the parents to collect their child from Pre-school, for example a childminder or grandparents;
 2. When parents are aware that they will not be at home or in their usual place of work, a record of where and how they can be contacted are placed in the Child's Registration file.
 3. When parents are not able to collect the child, a record of the name of the person who will be collecting their child is taken. We agree with parents how the identification of the person who is to collect their child will be verified.
 4. If telephone recognition is not achieved, staff will telephone the parent using the number on file to confirm instructions.
 5. In the event that we receive no message and a child is not collected at the end of the session/day, we follow the following procedures:
 - the Register is checked for any information about changes to the normal collection routines;
 - 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.
 - The child stays at Pre-school in the care of two staff members until the child is safely collected;
 - The child does not leave the premises with anyone other than those named on the registration form or sign in book unless the parent/carer has given specific instructions that this can happen;
- If no-one collects the child after 30 minutes and two staff members are no longer available to care for the child, we contact our local safeguarding children Board/ First Response team and seek advice.

- A full written report of the non-collection is recorded in our concerns file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

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| This Policy was agreed and adopted at a Committee Meeting held on | |
| Signed | For and on behalf of Marlow Bottom Pre-school CIO |