

Policy Name	Non-Collection of Children
Date Issued	January 2012
Author / Owner	Hagbourne Pre-School

Statement of Intent

This policy is to give a clear process by which we act if a child is not collected from Pre-school for whatever reason

Aim

To ensure the safety and welfare of the children in the event of their non-collection from Pre-School.

Method

- If a child is unexpectedly not collected from Pre-school it is our policy that in the first instance, we try by every means possible to contact the child's parent or carer. We do this to tell them that the child is still at Pre-school and needs collecting.
- If it becomes impossible to trace the child's parent, then we start to contact others on their contact list. We have a list of all contact numbers for each child and work through this until we find someone who is available to collect the child.
- If someone other than the parent on the contact list collects the child a password is required. This is provided by the parent and kept on the child's confidential records.
- If Pre-school is in session, (e.g. a lunch club or afternoon session) and the child would not normally attend that session, they will be able to join the activities until collected.
- In the rare instance where no one available to collect the child, 2 staff members will remain with the child at the premises and continue trying to make contact.
- A child will never be left alone or sent with someone not on his or her contact list without parental consent.
- Staff will remain with the child, until they are collected by a designated adult.
- If all rooms in the Village Hall are in use by other groups, staff will contact the school and ask to wait with the child in one of their rooms.
- The Pre-school mobile phone will always be on so that contact with the child's family can be maintained until they are collected.

Procedure

- The Child Collection Record Book (found on the desk in the hallway) is checked for any information about changes to normal collection. The child's own file is also then checked
- If no information is available, parent/carers are contacted at home, work or on their mobile phone
- 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 or nominated carers
- The child does not leave the premises with anyone other than those named on the Registration Form, or in their file
- If no-one collects the child after the setting has closed and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children
- We contact our local authority children's social care team
- The child will stay at the setting with 2 members of staff, until he/s is collected safely by either parents, nominated carer or a social care worker

- If staff are unable to wait at the village hall for some reason, then Hagbourne C of E School will be phoned, and staff and child will arrange to wait at the school, until the child is collected
- Social care will aim to find the parent or relative. If they are unable to do so, the child will become looked after by the local authority
- Under no circumstances will staff go and look for the parent, nor will they take the child home with them
- A full written report of the incident is recorded in the child's file
- Depending on the circumstances, we reserve the right to charge parents for the additional hours worked by our staff
- Ofsted may be informed

Charges for late collection

We will offer a 15-minute grace period for any responsible adult who is late collecting their child. After this period we will charge £5 for every 15 minutes. This will be invoiced to the parent/carer.

This policy was reviewed and updated (where required) on ___17th January 2024 _____ (date)

Reviewed/updated by _____ Sophie Garland _____ (Chairperson)

Reviewed/Updated by _____ Sheila Bayliss _____ (Manager)