

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 they are unavoidably delayed, they will be reassured that their child will be properly cared for.

Methods

Parents of children at the setting are asked to provide specific information which is recorded on our registration form, including:

- Home address and telephone number
- Place of work, address and telephone number
- Mobile telephone numbers
- Names, address and telephone numbers of two emergency contact should parents not be available
- Information about any person who does not have legal access to the child; and
- Who has parental responsibility for the child?

Letters are sent to all parents/carers to check whether there are any changes to contact details (phone numbers, etc.)

Passwords are set up for every child registered at playgroup so that we have a secure system for when a child is going to be collected by someone other than their parent(s).

If you are not going to be able to collect your child at the end of a session you must inform us, in writing or in person, so that we know the name of the person who will be collecting your child.

We can put a password into place for others collecting your child. Please ensure this is passed on to the person collecting your child on your behalf. The person collecting your child will need to give us this password and sign in the collection book. Otherwise, we will not let that person take the child.

If you cannot get to a session to collect your child you **MUST** inform the playgroup by telephone that someone else will be collecting your child. We will need to know their name

so that we have a record. We will only allow the child to go with that person if they can provide the correct password and have signed in the collection book.

If a child is not collected at the end of a session, the following will apply

- We would contact the parents if we could not contact the parent at home, work or mobile phone

we would:

- Try to contact the emergency contact on the child's registration form
- If after one hour the child has still not been collected, we would:
- Contact social services and follow their advice.
- A written report would be filed and kept in the child's file.

To help staff, please try to pick up your child on time at the end of the session. Children can become very distressed when their parents arrive late.

If parents continue to be late on a regular basis, the playgroup will charge £10.00 for every 15 minutes.

April 2018

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