

EMMANUEL CHURCH NURSERY SCHOOL

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 children will be properly cared for.

Methods

Parents of children starting at the setting 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,
- Mobile telephone number
- Names, addresses and telephone numbers of all adults who are authorised by the parents to collect their child from the setting, e.g. childminder, grandparent
- Information about any person who **does not** have legal access to the child
- Information about any person who has parental responsibility for the child.

If parents are not expecting to be contactable on their usual numbers we ask for alternative ways to contact them.

If a child is to be collected by anyone other than those people normally authorised to collect, we ask parents to provide details of these people including name and telephone number. Parents chose their own unique password which must be given to staff by any person who is unknown to us when collecting the child. We will ask for identification of name also.

Parents are asked that should they be unable to collect their child as planned they inform us so that a backup procedure can be put in place. 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 children on the premises- we apply our child protection procedures.

If a child is not collected at the end of the session, we follow the following procedure:

1. All reasonable attempts are made to contact the parents or nominated carers.
2. The adults authorised by the parents to collect their child from the setting are contacted.
3. The child does not leave the premises with anyone other than those named in the child's records or otherwise authorised by the parents.
4. If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we contact the local authority social services department 0300 1231640

5. The child stays at the setting in the care of two fully vetted staff until the child is safely collected by either parents or a social worker.
6. Social services 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.
7. Under no circumstances are staff to go to look for the parent, nor do they take the child home with them.
8. A full written report of the incident is recorded in the child's file.
9. Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
10. OFSTED may be informed.

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