**NON-COLLECTION OF CHILDREN POLICY**

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

**Procedures:**

* Parents of children starting at the Pre-school are asked to provide specific information which is recorded on our registration form, including:

* + home address and telephone number
  + mobile telephone number / work phone number
  + telephone numbers of other adults who are authorised by parents to collect their child from the Pre-school; for example, a childminder or grandparent.
  + A password to enable the setting to identify authorised persons
  + who has parental responsibility for the child

* On occasions where parents or the person normally authorised to collect the child are not able to do so, they record the name, address and telephone number of the person who will be collecting their child in our Collection Book. We agree with parents how the identification of the person who is to collect their child will be verified.

* 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 Pre-school by an authorised adult and we have not received a phone call to explain, then we adhere to the following procedures:

* + the Collection Book is checked for any information about changes to the normal collection routines

* + if no information is available, after 5 minutes, the 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, are contacted.

* + the child does not leave the premises with anyone other than those named on the Registration Form in their file or authorised contacts.

* + at least two members of staff will stay and wait with the child in the playroom until the child is safely collected either by the parents, an adult authorised by the parents or by a social care worker.
  + if no-one has arrived after 10 minutes, the staff will phone the contacts again and every 5 minutes until contact is made up to half an hour.

* + if there has been no communication at all with the child’s contacts after half an hour from when the session finished, the staff will contact the local authority Social Services department (Tel. No: 0300 1234 101) and inform OfSTED (Tel. No: 0300 123 1231).

* + 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 do staff 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 circumstance, we reserve the right to charge parents the following amounts to help cover staff costs:

*£5.00 if a child is not collected 10 minutes from the end of a session and this will be increased by £5.00 every 5 minutes thereafter. If the carer is frequently late collecting the child, we reserve the right to apply these charges from the end of the session.*

**EYFS key themes and commitments**

|  |  |  |  |
| --- | --- | --- | --- |
| **A Unique Child** | **Positive**  **Relationships** | **Enabling**  **Environments** | **Learning and Development** |
| 1.3 Keeping safe 1.4 Health and well-being | 2.2 Parents as partners | 3.4 The wider context |  |

Date of next review: September 2024

Signed……………………………………. Position…………………………… Date…………

Copies of the original signed document are available upon request.