



Non-collection of Children Policy

Colerne Preschool Ltd

Aims

As childcare providers, we have a duty to protect children and to keep them safe from harm. At all times, the welfare of the child is paramount (see our Safeguarding Children Policy).

- To establish an agreed procedure in the event that a child is not collected by an authorised adult at the end of a preschool session.
- To ensure the child is cared for safely, by an experienced and qualified practitioner, who is known to the child.
- To ensure that the child receives a high standard of care in order to cause as little distress as possible.
- To reassure parents/carers that their children will be properly cared for if they are unavoidably delayed.

Precautionary procedures

Parents of children starting at the preschool 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.
- Place of work, address and telephone number (if applicable),
- Mobile telephone number (if applicable),
- Names, addresses, telephone numbers and signatures of adults (minimum age 16 years) who are authorised by the parents to collect their child from preschool.
- Information about any person who does not have legal access to the child.

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, Parents MUST inform the manager(s) of the name, address and telephone number of the person who will be collecting their child. We agree with parents how the identity of the person who is to collect their child will be verified by using a password system.

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 preschool by an authorised adult and the staff can no longer supervise the child in our premises – we apply our safeguarding children's procedures as set out in our Safeguarding Children Policy.

Non-collection procedures

Parents/carers are contacted at home or at work.

If this unsuccessful, the adults who are authorised by the parents to collect their child from preschool – and whose telephone numbers are recorded on the Registration Form – are contacted.

All reasonable attempts are made to contact the parents/carers.

The child stays at preschool in the care of two fully-vetted persons until the child is safely collected.

The child does not leave the premises with anyone other than those named on the Registration Form or by someone knowing the pre-agreed password decided by the parent/carers of the child.

If no-one collects the child and the premises are closing, or staff are no longer available to care for the child, we apply the procedures set out in our Safeguarding Children Policy. We contact our local authority social services department (telephone number 01249 444321.) and inform Ofsted (telephone number 0300 123 1231) and our local Pre-School Learning Alliance office/Preschool Development Person (telephone number 01380 726440).

A full written report of the incident is recorded.

Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

Cross Reference:

Please also refer to *Parental Involvement Policy, Safeguarding Children Policy.*

This policy was adopted by Colerne Preschool Ltd, July 2021