



9. 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 the session, Yaddlethorpe Pre-school puts into practice their agreed procedures. These ensure that the child is cared for safely by an experienced and qualified practitioner who is known by the child.

Aims

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 and 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 Yaddlethorpe Pre-school are asked to provide specific information which is recorded on our Registration Form, including:
 - home address and telephone numbers – if the parents do not have a telephone then an alternative number must be given so that a message can be passed on;
 - place of work, address and telephone number of work (if applicable);
 - mobile telephone number;
 - names, addresses, telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example, grandparents, childminder.
 - A minimum of two contact numbers must be provided
- On occasions when parents or the persons authorised are not able to collect the child, they are required to record the name and telephone number of the person who will collect the child in the 'Third Party Collection Book'
- On occasions when unexpectedly parents or authorised persons are unable to collect the child and the Third Party Collection Book has not been completed, the third party must give a password which is unique to the child and has been agreed by the parents. The password must match that recorded on the child's personal details file.
- If a child has not been collected at the end of the session the following procedure is followed:
 - The 'Third Party Collection Book' is checked for any changes to normal routine.
 - If no information is available we will telephone parents / carers at home, at work or on mobile.
 - If unsuccessful the emergency contact, recorded on the child's personal details file, will be contacted by telephone.

- All reasonable attempts are made to contact the parents and authorised carers.
- The child does not leave the premises with anyone other than those named on the child's personal details form.
- If the child has not been collected after one hour and we have still failed to contact the parents or authorised persons, we contact the local authority social services department on **01724 296500** Or the out of hours duty officer on **01724 296555**
- The child will stay at the premises in the care of two fully vetted practitioners (one of which is known to the child) until the child is safely collected by the parents or by social services.
- Social Services will aim to find the parents or a relative. If they are unable to do so the child will be admitted into the care of the local authority.
- Under no circumstances will staff go out to look for parents, nor will they take a child home with them.
- A full written report of the incident is recorded in the child's file.
- Depending on circumstances, we reserve the right to charge the parents for the additional hours worked by the staff.
- Ofsted may be informed on **0300 123 4666**