



The non-collection of children Procedure

Statement of intent

In the event that an authorised adult at the end of a nursery school session/day does not collect a child, nursery school puts into practice agreed procedures. These ensure an experienced and qualified practitioner who is known to the child cares for the child safely.

Aim

In the event that an authorised adult does not collect a 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 children will be properly cared for.

Procedures

1. Parents of children starting at the nursery school 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, perhaps a neighbour's;
- Place of work, address and telephone number (if applicable)
- mobile telephone number (if applicable);
- Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from pre-school, for example a childminder or grandparent and/or a password.
- And information about any person who does not have legal access to the child.

2. On occasions when parents are aware that they will not be at home or in their usual place of work, they record how they can be contacted and this information is written on our white board.

3. On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, we record the name, address and telephone number of the person who will be collecting their child on our white board. We agree with parents how the identification of the person who is to collect their child will be verified for example password or photograph.

5. If a child is not collected at the end of the session/day, we follow the following procedures: The white board and diary is checked for any information about changes to normal collection routine and discussed with staff.

If no information is available, 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 nursery school - and whose telephone numbers are recorded on the Registration Form - are contacted;
- If reasonable attempts are made to contact the parents/carers, for example a neighbour is contacted or another member of staff visits the child's home (where practical and within staff ratios to do so)
- the child stays at nursery school in the care of two fully-vetted workers until the child is safely collected;
- the child does not leave the premises with anyone other than those named on the

Registration Form and in diary or white board.

- 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 Child Protection Policy. We contact our children's services department.

A full written report of the incident is recorded; and depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.