



Welbourn Preschool The Non-Collection of Children Policy

Statement of Intent

In the event of a child not being collected by an authorised adult, Welbourn Preschool 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 of a child not being collected by an authorised adult, we will ensure 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

- Parents/carers of children starting at pre-school are asked to provide specific information that is recorded on our Registration Form, including:
- Home address and telephone number. If parents/carers 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/carers to collect their child from pre-school, for example a child minder or grandparent.
- Information about any person who does not have legal access to the child.
- On occasions when parents/carers are aware that they will not be at home or in their usual place of work, they inform a staff member of an alternative number by which they may be contacted.
- On occasions when parents/carers or the persons normally authorised to collect the child are not able to collect the child, they write down the name, address and telephone number of the person who will be collecting their child and give this to a member of staff. We agree with parents/carers how the identification of the person who is to collect their child will be verified.
- Parents//carers 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/carers with our contact telephone number.

- If a child is not collected at their expected collection time, or with no prior information or phone call from parents/carers the following procedures are put in to place.
 - We ensure no staff member has received any information about changes to the normal collection routines, and the child's file is checked for any information in relation to this
 - If no information is available, parents/carers are contacted at home/work.
 - If this is unsuccessful, the adults who are authorised by the parents to collect their child, and whose telephone numbers are recorded on the Registration Form are contacted
 - All reasonable attempts are made to contact the parents or nominated carers
 - named contact who can be contacted to collect the child, we apply the procedures for uncollected children and staff will ring the **LSCB's Customer Services Centre Number: 01522 782111** and follow their advice. At least two members of staff will stay with the child to cause as little distress as possible.
 - After an additional 15 minutes if the child has not been collected, we will contact the above statutory agencies again
 - The child stays at the setting in the care of two of our members of staff, one of whom will be the manager or the deputy, until the child is safely collected either by the parents, or by a social care worker, or by another person specified by social care
 - 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 will we go to look for the parent, not leave the setting premises with the child
 - We will ensure that the child is not anxious and we do not discuss our concerns in front of them
 - A full written report of the incident is recorded in the child's file and if advised to do so, we will fill out the necessary paperwork; **TAC** form.
 - Depending on circumstances, we reserve the right to charge parents/carers for the additional hours worked by staff.
 - Ofsted may be informed

This policy has been adopted by Welbourn Preschool

Signed on behalf of the setting:

Chairperson	Secretary	Date	Review Date
		October 2020	October 2021