

Hunters Field
Stanford in the Vale
Faringdon
Oxfordshire
SN7 8LX



1.1.8 - THE NON-COLLECTION OF CHILDREN POLICY

Revised April 2020

An unauthorised person is defined as being anyone who is not designated on a child's Enrolment Form or "through discussion with parents and/or password being given.

Anyone who has not been given permission to associate with the child via the enrolment form from the parents to Stanford Pre-school.

Statement of intent

In the event that a child is not collected by an authorised adult by their expected collection time, we will put into practice agreed procedures. The child will receive a high standard of care in order to cause as little distress as possible.

Aim

We will *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. These ensure that experienced qualified practitioners who are known to the child, care for the child safely.*

Procedures

- Parents are asked to provide the following specific information when their child starts attending our setting, which is recorded on our Registration Form:
 - Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.
 - Place of work, address and telephone number (if applicable).
 - Mobile telephone number (if applicable).
 - A password known only to the parents/ carers of the child and any other adults that they have authorised to collect the child.
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 - Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent.
 - Who has parental responsibility for the child.
 - Information about any person who does not have legal access to the child.

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- On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us in writing of how they can be contacted.
- On occasions when parents, or the persons normally authorised to collect the child, are not able to collect the child, they provide us with written details of the name, address and telephone number of the person who will be collecting their child. We will agree with parents how to verify the identity of the person who is to collect their child. i.e. description of the individual and/or password (this is recorded on the child's enrolment documents).
- 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 measures. Our contact telephone number is 01367 718696.

- - If a child is not collected at their expected collection time, we will follow the procedures below:

The Collection Sheet is checked for information about changes to the normal collection routine.

- The child's file is checked for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or at work.
- On occasions when contact with parents or the persons normally authorised to collect 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.
- The child does not leave the premises with anyone other than those named on the Registration Form or in their file.
- If no-one collects the child within **30 minutes** of their expected collection time and there is **no named contact** who can be contacted to collect the child, we will apply the procedures for uncollected children.
- If we have any cause to believe the child has been abandoned, we will contact the local authority children's social care team:

If the children's social care team is unavailable, we will contact the local police

- _____ *(name and phone number)*

- Or the out of hours duty officer (where applicable):

_____ *(name and phone number)*

- **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 fully vetted workers, one of whom will be our manager or deputy manager 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, nor 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.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked.
- Ofsted may be informed:

0300 123 1231

This policy was adopted at a meeting of Stanford in the Vale Pre-school Committee

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management committee _____

Name of signatory _____

Role of signatory (e.g. chair/owner) _____

Further information

- Safeguarding Children (Pre-school Learning Alliance 2013)